

Agenda Report

July 15, 2019

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO SELECT PATROL AGENCY, INC., TO PROVIDE SECURITY AND COURIER SERVICES FOR AN AMOUNT NOT TO EXCEED \$4,885,290

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment; and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Select Patrol Agency, Inc. (Select Patrol) for security services for three years for an amount not to exceed \$2,906,633 with the option of two one-year extensions, subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$4,885,290.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division is responsible for providing security services at City Hall and the City Yard. Additionally, the Public Health, Finance (Municipal Services), Transportation and Public Works (Parks and Natural Resources and Engineering) Departments also utilize security services as part of the overall contract.

Since 1991, the City has used a combination of City staff and a contract security firm to provide a safe and secure environment for Pasadena employees, residents, and visitors. The security contractor patrols assigned locations, arms security alarms, locks and unlocks buildings and park restrooms, and responds to and/or reports suspicious activity to City staff and law enforcement officials, as necessary. These locations

include: Pasadena Community Health Center, 20 City parks (lock restrooms/gates only), Holly and Del Mar parking structures, Madison and Linda Vista Elementary Schools, and Wilson Middle School. Additionally, the security contractor provides courier services for the Finance Department, security services during special events, and coverage for the City security staff at the City Yard.

On September 18, 2017, Council approved a security contract award to Norred & Associates that had an expiration on November 13, 2020. Norred began providing security services on October 1, 2017 at various City locations. However, in August 2018, the City was notified that Norred was not complying with the Pasadena Living Wage Ordinance. City staff immediately began working with the contractor to honor the hourly wages based on the ordinance requirements and pay back-wages to the impacted employees. While an agreement was reached in early December on the amount owed to Norred employees, Norred advised the City that it would give 30 days' notice to terminate the current contract once compensation had been made to the impacted employees.

To ensure uninterrupted coverage, staff immediately prepared a Notice Inviting Bids for Security and Courier Services, which was posted on PlanetBids on December 19, 2018, and published in the *Pasadena Journal* on December 27, 2018. Eleven prospective bidders attended the mandatory pre-bid meeting on January 15, 2019. However, due to overwhelming questions arising from the pre-bid meeting, primarily related to the low bid process and bond requirements, staff cancelled the bid and determined a competitive selection process was more appropriate given the nature of the services.

To maintain service levels until a formal award could be made, staff used pricing received from an informal bidding process and opened purchase orders with Select Patrol Agency, a Pasadena based security services agency, until a new contract is in place. As of June 25, 2019, invoices totaling \$361,024 have been paid to cover citywide security and courier services.

On May 3, 2019, the bid opportunity was published on PlanetBids, notifying 548 vendors. Twenty-seven prospective bidders downloaded the RFP document, of which eight attended the mandatory pre-bid conference on May 14, 2019. Three companies in attendance were local. Seven service providers submitted proposals by the closing date of May 29, 2019.

RANK	PROPOSER	LOCATION	SCORE (100 max)
1.	Select Patrol Agency (SP)	Pasadena, CA	90
2.	Inter-Con Security (ICS)	Pasadena, CA	80
3.	California Metro Patrol (CMP)	Pasadena, CA	78
4.	Absolute International Security (AIS)	El Monte, CA	78
5.	Alltech Industries, Inc. (AI)	Monterey Park, CA	72
6.	Nationwide Guard Services (NGS)	Carson, CA	65
7.	DSI Security Services (DSI)	Ontario, CA	52

On May 30, 2019, a panel of reviewers comprised of department stakeholders from Public Works, Public Health, Finance, and Transportation, evaluated the bid submissions.

Proposals were scored in accordance with the RFP evaluation criteria, based on the vendor's proposed service solutions, approach to risk mitigation, industry experience, cost to perform the proposed work, and status as a local and/or small/micro business. Scores by criteria are as follows:

Criteria	Max % Score	SP	ICS	CMP	AIS	AI	NGS	DSI
Proposed Solution	25%	25	22	25	19	20	15	15
Risk Mitigation Plan	15%	13	13	13	14	12	13	12
Experience	25%	25	25	25	24	25	25	15
Price Proposal	25%	17	15	10	16	10	12	10
Local Business	5%	5	5	5	0	0	0	0
Small/Micro Business	5%	5	0	0	5	5	0	0
Total	100%	90	80	78	78	72	65	52

Based on the scoring criteria, staff recommends awarding this contract to Select Patrol, to provide vital security functions that protect City facilities and assets for an amount not to exceed \$2,906,633 for three years with the option of two one-year extensions, for a total contract amount of \$4,885,290.

Select Patrol is a company located in Pasadena and has previous experience providing security services to Information Services (special watch) in 1989, and between 1993 to 1995, coordinated detail for nightly lock up at the parks following the down-sizing of the City Ranger program.

This proposed contract fully complies with the Living Wage Ordinance.

COUNCIL POLICY CONSIDERATION:

This authorization supports the City Council's strategic goal to main fiscal responsibility and stability, improve, maintain, and enhance public facilities and infrastructure, support and promote the quality of life and local economy; and ensure public safety.

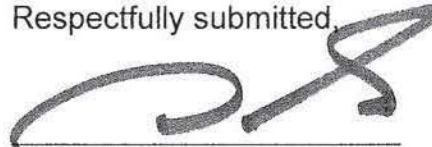
ENVIRONMENTAL IMPACT:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment.

FISCAL IMPACT:

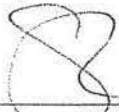
The total cost of this action is \$4,885,290. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the following accounts: Building Maintenance (50222064-811400); Holly Street Parking (40724009-811400); Del Mar Parking (40724032-811400); Park Maintenance General Fund (10122037-811400); Health Administration (20323010-811400); City Hall Courtyard (10522004-811400); and Municipal Services General Fund (10115016-811400).

Respectfully submitted,



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Approved by:



STEVE MERMELL
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for