



# Agenda Report

November 4, 2019

**TO:** Honorable Mayor and City Council

**THRU:** Public Safety Committee

**FROM:** Police Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH APEX SECURITY GROUP FOR SUPPLEMENTAL TRAFFIC CONTROL SERVICES AT NEW YEAR'S ACTIVITIES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a purchase order contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Apex Security Group for supplemental traffic control and security services at New Year's Activities for one year in an amount not to exceed \$80,000, with the option of four one-year extensions, subject to the approval of the City Manager, for a maximum of \$440,000 for five years.

## **BACKGROUND:**

In order to provide adequate traffic control and security during New Year's Activities, it is necessary to supplement the City's police department with personnel and equipment provided by outside agencies.

As referred to herein, "New Year's Activities" are defined as follows: New Year's Activities include all pre-parade, parade, and post-parade operations and the Rose Bowl football game.

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Staff is recommending that the City Council authorize a purchase order contract with Apex Security Group to provide supplemental traffic control and security services at New Year's Activities, not to exceed \$80,000.

Upon the conclusion of the first year of this purchase order contract, the Police Department Command Staff will review the effectiveness of Apex Security Group personnel and their performance during New Year's Activities. At that time, Police Department Command Staff may request the City Manager to exercise the additional one year extensions. This process will be followed each year prior to a recommendation to the City Manager to exercise the additional four one year extensions.

## Company Selection

On September 10, 2019, the City released a Request for Proposals (RFP) for Special Event Security and Traffic Control for supplemental security and traffic control services for New Year's Activities. The RFP closed on Monday, October 7, 2019. The RFP was posted on PlanetBids, the City's online procurement hub. The RFP was downloaded by 23 security companies. Two companies submitted proposals. A review panel was convened which consisted of a Police Commander, a Police Administrator and a Police Lieutenant. The panel evaluated and scored the two proposals based on criteria established in the RFP, including experience, professional qualification, hourly costs as well as local Pasadena business preferences. Each proposal was scored on a 100 point scale.

**Table 1: RFP Scoring Criteria**

Criteria	Percentage
Experience	60%
Cost	30%
Local Pasadena Business	5%
Small or Micro-Business	5%
<b>Total</b>	<b>100%</b>

Table 2 summarizes the average scores of the proposals by the three evaluators

**Table 2: Proposal Evaluation Scores**

Company	Experience	Cost	Local Business	Small/Micro Business	Total
Apex	60	25	0	0	<b>85</b>
Inter-Con	40	30	5	0	<b>75</b>

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Based on the criteria outlined in the RFP and the two proposals submitted, the panel selected Apex Security Group as the top company. Apex Security has been providing supplemental security and traffic control to New Year Activities since 2012 under purchase order contracts.

### **COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's Strategic Plan Goals to ensure public safety and maintain fiscal responsibility and stability.

### **ENVIRONMENTAL ANALYSIS:**

The proposed purchase order contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed purchase order contract authorization for supplemental traffic control and security services. The proposed purchase order contract consists of supplementing the City's police department with Apex Security Group traffic control and security officers during New Year's Activities and does not propose any physical changes to the environment.

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**FISCAL IMPACT:**

Funding for New Year's activities have been budgeted in the New Year's Day Fund (106). The costs for all Apex Security Group traffic control and security services in connection with New Year's activities will be charged to Fund 106.

Respectfully submitted,

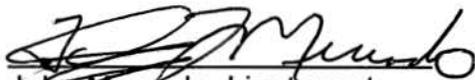


JOHN E. PEREZ

Chief of Police

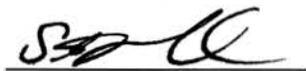
Pasadena Police Department

Prepared by:



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Event Planning Section

Approved by:



STEVE MERMELL  
City Manager