

Agenda Report

TO: CITY COUNCIL

DATE: November 7, 2005

FROM: CITY MANAGER

SUBJECT: CONTRACT AWARD TO INTER-CON SECURITY SYSTEMS FOR SECURITY SERVICES FOR BUILDINGS, PARKS, AND HOLLY STREET PARKING STRUCTURE

RECOMMENDATION

It is recommended that the City Council:

1. Accept the proposal dated September 8, 2005 submitted by Inter-Con Security Systems, in response to the Request for Proposal for Building, Park and Parking Structure Security, Crime Prevention and Safety Services, for a three year period, with an option for two one-year additional terms;
2. Reject all other proposals received; and
3. Authorize the City Manager to enter into a contract for Security Services in an amount not to exceed \$414,275 per year;

BACKGROUND

In order to ensure a safe and secure environment for Pasadena employees, residents and visitors, the City provides security services to various City facilities, including parks and the City Yards. Most of these services are provided by in-house personnel, with supplemental security provided through an outside contract.

The City entered into contract number 17,310 with Inter-Con Security Systems, Inc. in June, 2000. The contract expired June 30, 2005. However, on June 20, 2005, Council approved a month-to-month extension with Inter-Con for a period not to exceed six months to allow sufficient time to develop a revised RFP, prepare bid documents, and evaluate proposals.

On July 29, 2005, a request for proposals (RFP) was advertised and notices sent to

security firms in the Southern California area. On September 8, 2005, three proposals were received in the office of the City Clerk. The proposals were evaluated based on the RFP criteria, and the results are as follows:

Proposer's Name	Firm's Attributes & References (20 points)	Work Program & Management (40 points)	Price (30 points)	Small and Micro-Business (5 points)	Local Preference (5 points)	Total Score (100 points)
Inter-Con	19	37	28	0	5	89
ATI	17	35	20	0	0	72
Pedus	15	23	30	0	0	68

Inter-Con Security Systems was determined to be the most qualified firm. In addition, the references submitted by Inter-Con and evaluated by staff, exemplify their experience and success with other similar contracts. Therefore, staff recommends that Inter-Con Security Systems be awarded the contract for citywide security services. The contract will be for a three-year period, with an option for two one-year additional terms, renewable at the discretion of the City Manager, for a maximum total contract length of five years.

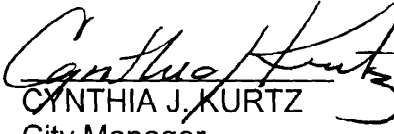
Facilities covered under this contract include all 19 City parks, the Holly Street parking structure, and the City Yards. The primary task at Holly Street parking structure and the City Yards will be to patrol grounds and interior areas to deter, identify and report security or safety issues, and to prevent any injury, damage, theft or loss. Duties at the City parks will include but may not be limited to securing public restrooms, park gates and storage areas. Services at Holly Street parking structure will also include but may not be limited to recording license plate numbers of vehicles parked during times when no cashier is present; identifying and reporting vehicles parked for extended periods; checking that only authorized vehicles are parked in reserved spaces; and traffic control assistance during special events. Additional City Yard duties will include but may not be limited to staffing the main entrance booth and monitoring the main gate and parking areas; stopping all non-City-owned vehicles from entering the Yards; recording license plate numbers and logging visitor names; verifying access authorization; securing windows, doors and gates; and monitoring security equipment and alarms.

The contract will be for a three-year period, with an option for two one-year additional terms, renewable at the discretion of the City Manager, for a maximum total contract length of five years. It will be administered by the Building Systems and Fleet Management Division of the Department of Public Works for an annual amount not to exceed \$414, 276. This includes a base amount of \$360,240 and contingencies for emergency and/or specialized security services, and change orders to cover any increases that may occur in the number of facilities maintained during the contract period. Per the Pasadena Living Wage Ordinance, Inter-con will pay its employees no less than the City's Living Wage of \$8.78 per hour plus medical benefits of no less than \$1.50 per hour, or \$10.28 per hour without medical benefits.


FISCAL IMPACT

Total annual expenses will not exceed \$414,275. Funds are available in the Public Works Department operating budget. Funds will be requested during the normal budget process for subsequent contract years.

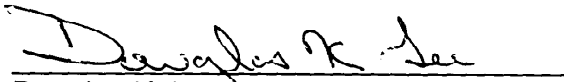
Respectfully submitted:


CYNTHIA J. KURTZ
City Manager

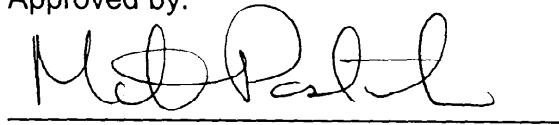
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