



# Agenda Report

January 27, 2025

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SELECT PATROL AGENCY, INC. FOR SECURITY, COURIER, LOCK UP, AND FIRE WATCH SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$8,709,300 FOR FIVE YEARS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is covered by the "Common Sense" exemption set forth in State CEQA Guidelines Section 15061(b)(3) as 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, as the result of the competitive selection process as specified by Section 4.08.047 of the Pasadena Municipal Code, with Select Patrol, Inc. for Security, Lock Up, Courier, and Fire Watch Services in an amount not-to-exceed \$8,709,300 for up to five years, which includes the base contract amount of \$5,225,580 and a two one-year extension of \$1,741,860. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services).

## **BACKGROUND:**

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for providing security patrol services at City Hall and the City Yard. In addition, Water & Power, Economic Development, Public Health, Finance (Municipal Services), Transportation, and Parks, Recreation and Community Services Departments also utilize supplemental security services as part of the overall contract. The current contract is extended through February 28, 2025.

Since 1991, the City has used a combination of city staff and contract security to provide a safe and secure environment for Pasadena employees, residents, and visitors. The security contractor patrols assigned locations which include Pasadena Community Health Center, 20 City parks (restrooms/gates locks only), Del Mar and Plaza Las

Fuentes parking structures, locks up at Madison and Linda Vista Elementary schools and Wilson Middle School, enables and disables security alarms, locks and unlocks City buildings, provides fire watch services when required, and responds to and/or reports suspicious activity to City staff and law enforcement officials as necessary. Additionally, the security contractor provides courier service overseen by Municipal Services in the Finance Department as well as security services for special events at City Hall; and coverage for City security staff when required.

On October 31, 2024, the City issued a Request for Proposal (RFP) Security, Lock Up, Courier, and Fire Watch Services. Following the submission deadline of December 3, 2024, 17 proposals of which three were local service providers, were evaluated by a panel of reviewers comprised of department stakeholders. Submissions were scored in accordance with the RFP evaluation scoring criteria, resulting in the vendor with the highest score being identified for contract award.

### Evaluation Results

The table below shows the submission scores:

RANK	PROPOSER	LOCATION	SCORES (100% MAX)
1.	Select Patrol Agency	Pasadena, CA	90%
2.	American Global	Chatsworth, CA	87%
3.	AG Coast Corp.	Los Angeles, CA	85%
4.	Inter-Con	Pasadena, CA	84%
5.	Carpe Diem 2024	Lawndale, CA	76%
6.	Command International	Van Nuys, CA	76%
7.	American Guard	Los Angeles, CA	73%
8.	Citiguard, Inc	West Hills, CA	72%
9.	Alltech Industries	Monterey Park, CA	70%
10.	Universal Protection	Irvine, CA	69%
11.	Professional Security	Los Angeles, CA	68%
12.	TSI Protective	Pasadena, CA	63%
13.	Securitas Security	Burbank, CA	63%
14.	Peralta Mgmt	Whittier, CA	61%
15.	OPS Inc	Glendale, CA	53%
16.	Sky Power Secure	Gardena, CA	48%
17.	Allite Patrol	Reseda, CA	47%

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 \$8,709,300 for up to five years.

Select Patrol is a company located in Pasadena and has previous experience providing security, lock up, courier, and fire watch services to the City over the last five years. Prior to the current contract, Select Patrol previously provided special and intermittent services for Information Services (special watch) in 1989, and between 1993 to 1995, coordinated detail for nightly lock up at the parks following the downsizing of the City Ranger program, and provided interim security services between 2018 and 2019 due to previous vendor withdrawing from their contractual obligations due to non-compliance with the Living Wage Ordinance.

This proposed contract fully complies with the Living Wage Ordinance.

**COUNCIL POLICY CONSIDERATION:**

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

**ENVIRONMENTAL IMPACT:**

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment.



**FISCAL IMPACT:**

The total cost of the recommended actions is \$8,709,300. The Department will utilize existing budgeted appropriations in the Public Works (Building Maintenance Fund 502), Water and Power (Light and Power Fund 460), Health Administration (Health Fund 203), City Hall Courtyard (General Fund Projects Fund 105), Park, Recreation and Community Services Park Maintenance Division (General Fund 101), Transportation (Off-Street Parking Facilities Fund 407), and Municipal Services (General Fund 101).

Respectfully submitted,



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Director of Public Works

Prepared by:



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Public Works Administrator BSFMD

Approved by:



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MIGUEL MÁRQUEZ  
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