



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JANUARY 5, 2021

DEPARTMENT: PUBLIC WORKS DEPARTMENT

FROM: DAVID JACOBS, DIRECTOR

THRU: HILDA GARCIA, PW ADMIN SUPERVISOR

TITLE: MASTER SERVICE AGREEMENTS FOR UNIFORM SECURITY
GUARD SERVICES

RECOMMENDED MOTION:

A motion to approve master service agreements with Allied Universal Security Services and Condor Security of America, Inc to provide uniform security guard services for the City of Salinas.

RECOMMENDATION:

It is recommended City Council approve a resolution approving master service agreements with Allied Universal Security Services and Condor Security of America, Inc. to provide uniform security guard services for the City of Salinas on an “as needed” basis.

EXECUTIVE SUMMARY:

In 2017, following an in-depth evaluation, the City recognized the benefits provided to the general public and cost savings associated with contracting uniform security guard services for its various City-owned facilities. Subsequently, three master service agreements were awarded and are now at term's end.

In October 2020 a new Request for Proposals was published and yielded nine responses. An evaluation committee was formed and ranked the two highest scoring proposals. Allied Universal Security Service and Condor Security of America, Inc. were the two highest scoring proposals and have agreed to the terms of a two-year contract agreement with three additional, one-year options to extend. Following the execution of the master service agreements, City Departments will have the opportunity to execute individual task orders with either of the two firms on retainer.

BACKGROUND:

In 2017 City Staff conducted a review of facility sites, existing security services and agreements, price structures and a survey of facility needs. From this evaluation the City recognized the benefits provided to the general public and cost savings by contracting uniform security guard services for its libraries, parks, the Airport, Train Station, parking facilities and other City-owned facilities.

Following an RFP process, on December 5, 2017 City Council awarded master service agreements to three firms for a term of three years.

On October 20, 2020 a new RFP for Uniform Security Guard Services was published via the eProcurement website PlanetBids. The security needs are complex and vary from facility to facility and even to department and/or operation. With this in mind, the RFP was structured in a manner to allow multiple awards so department could contract with the best fit contractor.

A total of 27 contractors registered as prospective bidders. Proposals were due on November 17, 2020, at which time nine contractors submitted proposals for evaluation.

An evaluation committee comprised of City personnel was formed to review the proposals. The committee conducted a thorough evaluation based on the criteria set forth in Section 6 of the RFP. Proposals' prices were then evaluated using the Ratio Method, and a final score assigned to each respondent. With the Ratio Method, the proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest. This method is one of three methods suggested by the State Procurement Bureau for scoring the cost portion of an RFP response.

The contractors that submitted the two highest rated proposals were notified and agreed to the terms and conditions set forth in the standard agreement. The two highest rated proposals are from:

1. Condor Security of America, Inc.; and
2. Allied Universal Protection Services.

Following the execution of the Master Service Agreements, Departments will have the opportunity to execute individual Task Orders with either of the two firms on retainer as per the terms and conditions in the master service agreements.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The approval of the two Master Service Agreements relates to the City Council's Vision and Strategic Goal of Public Safety by providing facility security services in a cost effective and responsive manner.

DEPARTMENTAL COORDINATION:

The Public Works Department prepared the RFP in cooperation with the Community Development and Library and Community Services Departments. The review of the Proposals was a collaborative effort between Library and Community Services and Public Works Departments.

FISCAL AND SUSTAINABILITY IMPACT:

There is no immediate fiscal impact associated with the approval of the Master Services Agreements. Costs associated with the security guard firms will be realized after the execution of the individual task orders which will be funded through Department, Division, and/or project funds.

ATTACHMENTS:

Resolution