



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 5, 2023

DATE: December 5, 2023

TO: Peter Zanoni, City Manager

FROM: Gilbert Hernandez, Director of Municipal Court
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Bailiff and Security Guard Services for Municipal Court

CAPTION:

Motion authorizing the execution of a three-year service agreement with Universal Protection Service, LP, dba Allied Universal Security Services in the amount of \$804,773.00 for Bailiff and Security Guard Services for the Municipal Court, effective upon issuance of a notice to proceed, with FY 2024 funding in an amount of \$104,620.49 available in the Municipal Court Administration Account, and \$163,637.18 available in the Muni Court Building Security Fund.

SUMMARY:

This is a motion to approve a service agreement for bailiff and security guard services for Municipal Court. The bailiff and security services are contracted positions that were not previously filled or vacated by the City marshals. This agreement is completely separate and does not have any bearing with the elimination of the City marshals in FY 2024.

BACKGROUND AND FINDINGS:

The current contract was awarded to Sec-Ops in November of 2017 after they were the highest valued bidder. The contract was renewed once in January, 2021. With the current agreement ending in January 2024, a bid process was started for the Municipal Court's security guard and bailiff services. Through the bid process, Universal Protection Service, LP, dba Allied Universal Security Services scored the highest and was selected.

The bailiff and security services are contracted positions that were not previously filled or vacated by the city marshals being dissolved.

PROCUREMENT DETAIL:

Finance & Procurement conducted a competitive Request for Proposals (RFP) process to obtain proposals from qualified firms to provide Bailiff and Security Guard Services. The City received seven proposals. Universal Protection Service, LP, dba Allied Universal Security Services scored the highest and was selected for recommendation for Bailiff and Security Guard Services for Municipal Court. The evaluation committee was comprised of representatives from the Municipal Court and the Police Department. The final evaluation qualified Universal Protection Service, LP, dba Allied Universal Security Services as the highest ranked firm based on three factors: 1) firm’s experience 2) team experience and identification, and 3) understanding of project scope.

Universal Protection Service, LP, dba Allied Universal Security Services currently provides the City with uniformed security guard services.

ALTERNATIVES:

Submit for further bidding.

FISCAL IMPACT:

Fiscal Year: 2023 - 2024	Current Year	Future Years	TOTALS
Line Item Budget	\$268,258	\$536,515	\$804,773
1020-10440-530000	\$104,620.49	\$209,240.98	\$313,861.47
1035-40491-530000	\$163,637.12	\$327,274.24	\$490,911.35
This item total	\$268,257.61	\$536,515.22	\$804,773

FUNDING DETAIL:

Fund: 1020
Organization/Activity: 10440
Mission Element: 022
Project # (CIP Only):
Account: 530000

Fund: 1035
Organization/Activity: 10491
Mission Element: 022
Project # (CIP Only):
Account: 530000

RECOMMENDATION:

Staff recommends approval of this motion authorizing the execution of a three-year service agreement, with Universal Protection Service, LP, dba Allied Universal Security Services as presented.

LIST OF SUPPORTING DOCUMENTS:

Evaluation Matrix
Service Agreement