



AGENDA MEMORANDUM

Future Item for the City Council Meeting of October 18, 2016
Action Item for the City Council Meeting of October 25, 2016

DATE: October 11, 2016

TO: Margie C. Rose, City Manager

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Service Agreement for Uniformed Security Guard Services
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CAPTION:

Motion approving a service agreement for uniformed security guard services with BasE Security and Fire Consultants, LLC, of Rosenberg, Texas, in accordance with request for proposal No. 152, based on best value, for a total estimated expenditure of \$586,828.75, of which \$537,926.35 will be funded in FY2016-2017. The term of the agreement shall be for one year with options to extend for up to two additional one year periods, subject to the approval of the contractor and the City Manager or designee.

PURPOSE:

This motion is to approve a service agreement for uniformed security guards that will be assigned at multiple City facilities.

BACKGROUND AND FINDINGS:

The City's Purchasing Department developed Request for Proposal (RFP 152) for Uniformed Security Guards with the assistance of end-user departments, and a Senior

Buyer of the City's Purchasing Division. The RFP was advertised and issued on July 18, 2016.

An evaluation team comprised of key end-user departments, reviewed the proposals and scored each according to the criteria outlined the RFP. Ten proposals were received on August 18, 2016 and the team held an evaluation meeting on August 22nd to review the proposals and evaluate on a pass/fail evaluation criteria based on minimum qualifications. Five proposals met the minimum qualifications and proceeded to the next level of the evaluation process, which consisted of a review of the technical proposals based on the following criteria and weighting scale:

- Firm experience 18 points
- Team Experience 18 points
- Understanding of Project Scope 14 points

There were a total of three proposers that scored 45 points or higher and two proposers that scored in the 30's. Interviews were held with the top three proposers that fell in the natural break of 45 or better. The three proposers invited for an interview were Champion National Security, AMTEX Security Inc. and BasE Security & Fire Consultants, LLC. After the interviews were conducted and scored by the evaluation committee on the same criteria, proposal and interview scores were then combined and price was then evaluated and price points were added for a final score. Through the evaluation process a determination as made that highest scoring firm, BasE Security & Fire consultants, LLC. would provide the best value to the City based on their technical proposal, interview and pricing.

The uniformed security guards will be armed and unarmed, and will provide onsite security at various locations including City Hall, Frost Bank Facility (Development Services and Fire Department), Libraries, O.N. Stevens Water Plant, Juvenile Assessment Center, the Airport and Corpus Christi-Nueces County Public Health District. The security guards shall be responsible for patrolling and monitoring all spaces contained within the buildings and surrounding parking areas to ensure safety and order are maintained.

The City spent \$491,949.07 on security services over the past year under the current contracts. The new contract includes additional facilities not covered by the existing contracts, such as the O.N. Stevens Water Plant and the Corpus Christi-Nueces County Public Health District due to recent security concerns at both of these facilities. In addition, the contract hours have been adjusted to reflect the updated scope of work and requirements for all facilities.

ALTERNATIVES:

None

OTHER CONSIDERATIONS:

None

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Facility Maintenance, Health, Airport, Park & Recreation, Library, and Utilities

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$1,312,869.63	\$2,625,739.26	\$3,938,608.89
Encumbered / Expended Amount	\$327,695.45	\$0.00	\$327,695.45
This item	\$537,926.35	\$1,222,559.90	\$1,760,486.25
BALANCE	\$447,247.83	\$1,403,179.36	\$1,850,427.19

Fund(s): Facility & Property Management, General, Airport, Water, and Park & Recreation

Comments: The initial contract term total is \$586,828.75, of which \$537,926.35 will be funded in FY2016-2017. The total contract value will be \$1,760,486.25 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Presentation