

BOARD MEETING DATE: October 5, 2018

AGENDA NO. 13

PROPOSAL: Execute Contract for Security Guard Services at Diamond Bar Headquarters

SYNOPSIS: The current contract for security guard services will expire November 30, 2018. On May 4, 2018, the Board approved release of an RFP to solicit bids from interested parties to secure a new three-year contract for this service. This action is to execute a contract with Contact Security, Inc. from December 1, 2018 through November 30, 2021 for an amount not to exceed \$1,738,649. Funding for the first year of this contract has been included in the FY 2018-19 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with Contact Security, Inc. for security guard services, for the period of December 1, 2018 through November 30, 2021 for a total amount not to exceed \$1,738,649.

Wayne Natri
Executive Officer

AJO:GT:lm

Background

SCAQMD contracts with a security guard service firm to provide armed and unarmed security guard services at the Diamond Bar headquarters. The contract term with the current contractor, Contact Security, Inc., expires November 30, 2018. On May 4, 2018, SCAQMD released RFP #2018-11 to solicit proposals from security guard service providers interested in contracting with SCAQMD for a three-year period, from December 1, 2018 through November 30, 2021.

In addition to routine guard services, SCAQMD requires occasional enhanced services to provide adequate coverage for highly attended conferences, Board meetings, and special events. While it is difficult to anticipate what these special-need costs will be, experience indicates they typically increase guard cost by about five percent. As a consequence, costs listed in the Board letter include an added five percent beyond proposal costs submitted, as a contingency amount to meet special occasion needs.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Nineteen copies of the RFP were mailed out and twenty one vendors attended the mandatory bidders conference held on June 6, 2018. Thirteen proposals were received when final bidding closed at 2:00 p.m. on July 19, 2018. Six of the proposals received were deemed complete and met the RFP requirements and seven proposals did not meet the RFP requirements and were disqualified.

The panel evaluating proposals included four SCAQMD employees - a Business Services Manager, Risk Manager, Facilities Services Technician, and Senior Chemist. Of these four panel members, two are Caucasian and two are Hispanic; one is female and three are male.

The panel evaluated the six qualified and responsive proposals based on criteria specified in the RFP, which included cost, contractor qualifications, and past experience. The Attachment summarizes scores of the qualified bids. The contractor receiving the highest overall score from the evaluation panel was General Security Service, Inc. (GSSI).

Administrative Committee Review

In accordance with Section VIII.D.2.g (CONTRACTING FOR CONSULTING AND PROFESSIONAL SERVICES) of the Governing Board's Procurement Policy and Procedure, the Governing Board may award the contract to a proposer other than the

proposer receiving the highest rating, if it determines that another qualified proposer “would provide the best value to the SCAQMD considering cost and technical factors.”

In its review of this item, the Administrative Committee recommended awarding the contract to the current security guard service firm, Contact Security, Inc., based on the company’s record of past service, as well as the minimal cost differential (about 1% a year) from GSSI.

Contact Security, Inc. has been providing SCAQMD security guard services since 2001, having been awarded new contracts through six RFP processes within this time period. It is a woman and minority-owned business, as well as a local small business. With over 25 years of experience in the industry, Contact Security, Inc. has provided security guard services to private sector companies, and federal and local public agencies.

Proposal

This item seeks Board approval to enter into a three-year contract with Contact Security, Inc. to provide security guard services. Under the proposed contract, Contact Security, Inc. will provide guard tour patrols, lobby access control, electronic systems monitoring, rapid deployment of emergency personnel, and other security management activities. Contact Security, Inc. emphasizes accountable and responsible security practices, through the selection and training of high quality security personnel. Over the last 17 years, the firm has demonstrated a strong commitment to the safety and security of SCAQMD employees and visitors.

Resource Impacts

Sufficient funds in the amount of \$308,403 are available in the approved FY 2018-19 Budget for the remainder of this fiscal year. Funding will be requested in the budgets for each of the remaining fiscal years of the contract.

Attachment

Security Guard Services Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary RFP #2018-11 - Security Guard Services

NAME	Total 3-yr Cost	Cost Points (25)	Past Experience (25)	Contractor Qualification (50)	Additional Points	Total Points
GSSi, INC.	\$1,586,404.86	23	23	44	12	102
ABSOLUTE INTERNATIONAL SECURITY, INC.	\$1,753,869.88	20	21	41	15	97
POWER SECURITY GROUP	\$1,460,367.52	25	21	31	15	92
CONTACT SECURITY, INC.	\$1,640,682.30	22	14	38	15	89
ALLTECH INDUSTRIES, INC.	\$1,708,114.08	21	18	32	15	86
CYPRESS PRIVATE SECURITY	\$1,909,069.94	17	21	39	7	85