

BOARD MEETING DATE: June 3, 2022

AGENDA NO. 11

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

SYNOPSIS: The current contract for security guard services will expire June 30, 2022. On January 7, 2022, the Board approved release of an RFP to solicit proposals from firms interested in providing these services. This action is to execute a three-year contract with GSSi, Inc. DBA General Security Service for a total amount not to exceed \$1,966,145. Funding has been included in the FY 2022-23 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, May 12, 2022; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a three-year contract with GSSi, Inc. DBA General Security Service for security guard services at Diamond Bar Headquarters for the period of July 1, 2022 through June 30, 2025, for a total amount not to exceed \$1,966,145 (\$642,610 for FY 2022-23; \$655,056 for FY 2023-24; and \$668,479 for FY 2024-25), with an option to extend the contract for up to two additional years.

Wayne Natri
Executive Officer

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Background

South Coast AQMD contracts with a security guard services firm to provide armed and unarmed security guard services at the Diamond Bar Headquarters facility. The contract term with the current contractor, Contact Security, Inc. expires June 30, 2022. On January 7, 2022, South Coast AQMD released RFP #2022-07 to solicit proposals from security guard services providers interested in contracting with South Coast AQMD for a three-year period, from July 1, 2022 through June 30, 2025.

For planning purposes on future security needs, the RFP also sought technical and cost information on three new guard posts at District headquarters. An assessment of implementation of the three new guard posts will be completed in consultation with the selected firm.

In addition to routine guard services, South Coast AQMD requires occasional enhanced services to provide coverage for special events such as conferences, Board meetings, and certain meetings. To meet special event needs, an additional five percent above the proposal cost was added.

Outreach

In accordance with South Coast AQMD'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 South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQ was mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, the State of California Contracts Register website, and placed on the South Coast AQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Twenty-three copies of the RFP were sent by electronic mail. Eleven vendors attended the mandatory bidders conference held by Zoom on January 25, 2022, and one vendor attended an optional, in-person walkthrough. Six proposals were received when final bidding closed at 2:00 p.m. on February 17, 2022. All six proposals received were complete and met RFP requirements.

The panel evaluating the proposals included two South Coast AQMD employees and two outside raters: a Facilities Services Technician, a Human Resources Manager, a Senior Management Analyst, and a Director of Safety and Security from another public agency. Of these four panel members, one is Caucasian and three are Hispanic; two are female and two are male.

The panel evaluated the six qualified and responsive proposals based on criteria specified in the RFP, which included completeness and responsiveness of the proposal, cost, understanding of the required security guard services, contractor qualifications, and past experience. The attached Bid Evaluation Summary summarizes the scores of the qualified bids. GSSI, Inc. DBA General Security Service (GSSI) was the firm that submitted the lowest cost and highest-rated qualifying bid, which included references for comparable public sector security guard services.

GSSI is a fourth generation, privately owned and operated corporation experienced in contracting with government agencies in the local area, such as the City and County of Los Angeles, City of Long Beach, City of Moreno Valley, and County of Riverside District Attorney, to provide security and patrol services. GSSI self-certifies as a Woman-Owned, Minority-Owned and Local Business.

GSSI ensures pre-assignment and on-the-job officer trainings and certifications in the following areas: guard card renewal, firearms requalification, AB 2880 Mandatory and Elective Training, AB 2880 8-hour Annual Refresher Training, and CPR/Firearm Certifications. GSSI offers employee benefits to increase the retention of qualified and motivated security officers, such as health insurance, paid sick leave, and educational assistance. GSSI staff, armed and unarmed, will be cross trained on all South Coast AQMD security assignments to maintain consistent staffing levels.

Staff recommends the contract be awarded to GSSI, Inc. DBA General Security Service. GSSI's Director of Operations is a Certified Protection Professionals (CPP) with over 40 years of security industry experience and will be the direct liaison with South Coast AQMD. GSSI would provide an account transition procedure four weeks prior to their start of service.

Resource Impacts

The Bid Evaluation Summary presents the cost amount for routine guard services plus three new guard posts, as requested in the RFP. The funding requested for each year includes the additional 5 percent contingency amount. Sufficient funds in the amount of \$584,114 are available in the adopted FY 2022-23 Budget. The remaining \$58,496 will be allocated from the General Fund (Administrative & Human Resources Professional & Special Services account). Funding will be requested in subsequent budgets for each of the remaining fiscal years through the annual budget process.

Funding for new additional guard posts may be requested at a later date, upon assessment of implementation of these operational procedures.

Attachment

RFP 2022-07 Bid Evaluation Summary

ATTACHMENT

RFP 2022-07 Bid Evaluation Summary Security Guard Services

NAME	3-Year Security Guard Services Cost*	Contractor Qualification	Past Experience	Cost	Additional Points – Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours Delivery Business, & Most Favored Customer)	Total Points
GSSi, Inc. DBA General Security Service	\$2,446,207.76	48.13	25	25	15	113.13
Contact Security, Inc.	\$2,467,941.12	38.75	21.13	24.78	15	99.66
Inter-Con Security Systems, Inc.	\$3,129,445.92	44.63	20.94	18.02	10	93.58
Aleco Security Protective Solutions Inc.	\$2,637,795.96	31.25	17.19	23.04	15	86.48
GSG Protective Services	\$3,137,877.64	36.25	12.31	17.93	0	66.49
Alltech Industries, Inc.	\$3,581,898.36	24.38	11.88	13.39	15	64.64

*Proposal Cost listed includes three new guard posts and does not include the 5% contingency amount.