

BOARD MEETING DATE: October 2, 2015

AGENDA NO. 11

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

SYNOPSIS: The current contract for Diamond Bar headquarters security guard services expires on November 30, 2015. On June 5, 2015, 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 Contact Security, Inc., for a total amount not to exceed \$1,466,418. Funding has been included in the FY 2015-16 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, September 11, 2015; 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, 2015 through November 30, 2018; for a total amount not to exceed \$1,466,418.

Barry R. Wallerstein, D.Env.
Executive Officer

WJJ:SO

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, 2015. On June 5, 2015, SCAQMD released RFP #2015-24 to solicit proposals from security guard service providers interested in contracting with SCAQMD for a three-year period.

In addition to routine guard services, SCAQMD requires occasional enhanced services to provide adequate coverage for highly attended conferences, certain Board meetings and other types of 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, the 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>).

Proposal Evaluation

Ninety-nine copies of the RFP were mailed out and 23 vendors attended the mandatory bidders conference held on June 24, 2015. Fourteen proposals were received when final bidding closed at 2:00 p.m., July 8, 2015. Seven of the proposals received were deemed complete and met the RFP requirements.

The panel evaluating proposals included four SCAQMD employees - a Business Services Manager, an Investigations Manager, Clerk of the Board, and a Facilities Services Technician. Of these four panel members, two are Caucasian, one is African-American and one is Hispanic; two are female and two are male.

The panel evaluated the seven qualified and responsive proposals based on criteria specified in the RFP, which included completeness of response, cost, understanding of requirements, contractor qualifications, and references regarding past experience.

The attachment summarizes scores of the qualified bids. Contact Security, Inc. was the firm that submitted the highest-rated qualified bid, which included excellent references for security guard services. Contact submitted the lowest qualified proposal for a total 3-year amount of \$1,251,889 and an additional optional proposal for a total 3-year amount of \$1,396,589. The lower-cost proposal maintains the current guard wage through the 3-year term of the new contract with no increases. The guards have not received a raise in the last four years. Contact Security's optional proposal provides the guards with increases through the term of the new contract. Staff believes this proposal provides the best value to SCAQMD while meeting the budget and maintaining a professional level of security guards.

Resource Impacts

Sufficient funds in the amount of \$275,950 are available in the approved FY 2015-16 Budget for the remainder of this fiscal year. Since this will be a three-year contract, continuing funding will need to be included in the budgets for each of the remaining fiscal years of the contract. Annual costs are \$484,097 for FY 2016-17, \$497,463 for FY 2017-18, and \$208,908 for the five months of the contract that fall within FY 2018-19.

Attachment

Security Guard Services Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary
RFP #2015-24 - Security Guard Services

| NAME | Total 3yr Cost | Cost Points | Reference Points | Understanding of Requirements | Contractor Qualification | Additional Points | Total Points |
|--------------------------------|-----------------------|--------------------|-------------------------|--------------------------------------|---------------------------------|--------------------------|---------------------|
| CONTACT SECURITY, INC. | \$1,396,588.50 | 47.0 | 9.5 | 18.75 | 15.75 | 15 | 106 |
| GENERAL SECURITY SERVICE, INC. | \$1,376,770.06 | 47.8 | 8.3 | 17 | 17.5 | 0 | 91 |
| CALIFORNIA PANTHER SECURITY | \$1,317,316.26 | 50.0 | 3.6 | 11.25 | 13.75 | 10 | 89 |
| COVENANT SECURITY PATROL | \$1,596,120.97 | 39.4 | 8.7 | 13.75 | 10.75 | 15 | 88 |
| ALLTECH INDUSTRIES, INC. | \$1,614,586.32 | 38.7 | 8.8 | 10.5 | 13.25 | 15 | 86 |
| ABC SECURITY SERVICE, INC. | \$1,602,977.76 | 39.2 | 8.6 | 17 | 17.75 | 0 | 83 |
| PLATINUM SECURITY INC. | \$1,793,018.68 | 32.0 | 9.5 | 16.75 | 16.25 | 5 | 80 |