



## Agenda Report

21-1274

Agenda Date: 10/26/2021

### REPORT TO COUNCIL

#### **SUBJECT**

Action on an Agreement with First Shield Security and Patrol, Inc. for Citywide Security Guard Services

#### **COUNCIL PILLAR**

Deliver and Enhance High-Quality Efficient Services and Infrastructure

#### **BACKGROUND**

The City contracts with private security firms to provide security services at various City sites. These security services are required to safeguard persons and property, deter criminal activity, assist visitors and employees, and provide supplemental security services for citywide special events. Currently, the Department of Public Works (DPW) and the Parks & Recreation Department (Parks) contract for security services at the following sites:

- Santa Clara Convention Center Maintenance District #183 and Tasman Garage for DPW
- Construction site and SVP infrastructure located at the old Santa Clara Golf & Tennis Club location for Parks

The current agreements will be expiring, and it is necessary to have new agreements in place.

#### **DISCUSSION**

Pursuant to City Code Section 2.105.330, a formal Request for Proposal (RFP) was conducted for this procurement, with the award recommendation based on "best value". The factors considered in the award were experience, technical capability, and cost.

In May 2021, the City released an RFP for Citywide Security Guard Services. The RFP was published on Periscope S2G (formerly BidSync), the City's e-procurement system. A total of 74 companies viewed the RFP, and 13 proposals were received from the following firms:

1. A.G. Coast, Inc. dba California Panther Security
2. American Guard Services, Inc.
3. Anthem Protective Services
4. Avlon Security
5. Creative Security Company
6. First Shield Security and Patrol, Inc.
7. Good Guard Security, Inc.
8. Marina Security Services, Inc.
9. Security Systems Management, Inc.
10. Universal Protection Service, LP dba Allied Universal Security Services

11. Universal Semiconductor, Inc. dba Universal Security Company
12. World Private Security Services, Inc.
13. Yosh Enterprises dba Orion Security

**Evaluation Process:** The proposals were independently evaluated by a three-member evaluation team with representation from the Parks & Recreation Department, Department of Public Works, and an outside evaluator from the Convention Center Maintenance District #183 Property Management. The proposals were evaluated and ranked against the criteria published in the RFP; experience, technical capability (ability to meet the service requirements) and cost. First Shield Security and Patrol, Inc. (First Shield) and Good Guard Security, Inc. scored the highest and were invited to oral presentations to introduce their key personnel and demonstrate how they would meet the City's requirements.

First Shield demonstrated a GPS tracking system, online reports, experience, and other essential support capabilities to provide the required services. In addition, there were reference checks from Bellarmine College Preparatory and Cherrywood Apartments; all reference checks were positive. Staff recommends award of contract to First Shield as the best value proposal based upon the final evaluation ranking.

**Summary of Agreements:** Security requirements are different for each City department; therefore, department specific agreements are recommended. The agreements will be managed by their respective departments to ensure that their specific performance requirements for each agreement are being met. The legal terms and conditions are the same for both agreements.

The agreements include a provision that allows security services to be added or removed throughout the term based on changing City requirements and subject to the same rates and standards of performance.

Rates are fixed for the initial three-year term of the agreements. Invoices shall be submitted monthly for all services performed, in arrears. The hourly rates are fully loaded and inclusive of all overhead, labor, materials, and profit. After the initial term, price adjustments may be considered if the contractor demonstrates to the satisfaction of the City that a price increase is warranted.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

**Agreement for the Department of Public Works:** Maximum compensation of the agreement is \$656,543 for the initial three years. These costs are covered by the maintenance district budget and the General Fund.

**Agreement for the Parks & Recreation Department:** Maximum compensation of the agreement is \$801,000 for the initial three years, or \$267,000 annually. The Annual amount reflects \$40,000 for special events; \$6,000 for contingency/other; \$220,000 for the Santa Clara Golf & Tennis Club (SVP funded); and \$1,000 for other parks and programs.

**COORDINATION**

This report has been coordinated with the Finance Department and the City Attorney's Office.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

**RECOMMENDATION**

1. Authorize the City Manager to execute an agreement with First Shield Security and Patrol Inc. to provide security guard services at sites managed by the Department of Public Works for a not-to-exceed amount of \$656,543 during the initial three-year term and subject to the appropriation of funds;
2. Authorize the City Manager to execute an agreement with First Shield Security and Patrol Inc. to provide security guard services at sites managed by the Parks & Recreation Department, for a not-to-exceed amount \$801,000 during the initial three-year term and subject to the appropriation of funds;
3. Authorize the City Manager to amend or execute additional agreement(s) with First Shield Security and Patrol Inc. for additional sites that may be required, subject to the same terms and conditions and appropriation of funds; and
4. Authorize the City Manager to execute up to five one-year options to extend the term of the Agreements after the initial three-year term, for a total of eight years ending on or about October 31, 2029 assuming all option years are exercised and subject to the appropriation of funds.

Reviewed by: Craig Mobeck, Director of Public Works

Reviewed by: James Teixeira, Director of Parks & Recreation

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement with First Shield Security and Patrol Inc. for the Department of Public Works
2. Agreement with First Shield Security and Patrol Inc. for the Parks & Recreation Department