



# City of San Antonio

## Agenda Memorandum

**File Number:**15-5806

---

**Agenda Item Number:** 9.

**Agenda Date:** 12/3/2015

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** CityWide

### **SUBJECT:**

Annual Contract for Security Staffing Services

### **SUMMARY:**

This ordinance authorizes a contract with Allied Barton Security Services, LLC to provide armed and unarmed security officers at various City facilities for an estimated annual amount of \$4,600,000.00. The initial term of this contract is December 30, 2015 through September 30, 2018. The City will have the option to renew the contract for two additional one-year periods. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the City's adopted budget approved by City Council.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the approval of the Security Guard Services contract submitted for the continuation of staffing services at the security posts located at City facilities. The current contract will expire on December 29, 2015.

This contract will provide armed (Commissioned) and unarmed (Non-Commissioned) security officers at various City facilities. Security services will be provided for buildings; facilities; grounds; and rights-of-way; for employees and visitors, customers and vendors; emergency response; access control; technology control station monitoring; mobile patrol, and other related security services.

The proposal requirements delineate that each Commissioned Security Officer possess a Level 3 Certification with the State of Texas and that each Non-Commissioned Security Officer possess a Level 2 Certification with the State of Texas. Additionally, the City requires that all Security Officers assigned to the City's account must pass and maintain Criminal Justice Information System (CJIS) eligibility.

The City of San Antonio Finance Department, Purchasing Division issued a Request for Competitive Sealed Proposal (RFCSP) for an "Annual Contract for Security Staffing Services" (RFCSP 6100005938) on May 26, 2015. The requirements in the RFCSP were developed and reviewed with the assistance of the Information Technology Services Department. Five proposals were received. Three proposals were deemed non-responsive by the Economic Development Department due to respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement and one proposal was deemed non-responsive for failure to submit the required Proposal Bond. The proposal submitted by Allied Barton Security Services LLC was deemed as responsive and moved forward for full proposal evaluation.

A four person Evaluation Committee consisting of personnel from the Information Technology Services Department (ITSD), San Antonio Public Library and Department of Culture and Creative Development was tasked with evaluating the proposal. The Finance Department, Purchasing Division, facilitated by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's experience, background and qualifications, proposed plan and price schedule.

The evaluation criteria consisted of experience, background, qualifications; proposed plan; respondent's price schedule; Small Business Enterprise Prime Contract Program and the City's Mentor Protégé Program.

The evaluation committee met on August 25, 2015 and provided consensus approval to move forward with contract awarded after review and discussion of the proposal submitted by Allied Barton Security Services, LLC. A Best & Final Offer was sought which included the requirement for CJIS background checks and eligibility for all security officers.

The initial term for this contract will begin on December 30, 2015 through September 30, 2018. Two additional one-year renewals at the City's option shall also be authorized by this ordinance and may be exercised without further Council action.

The billing rates for this contract are based on hourly rates of:

\$21.41 for Commissioned Security Officer II (Est. Annual Hours - 68,380)  
\$17.90 for Non-Commissioned (NC) Officer I (Est. Annual Hours - 93,355)  
\$23.67 for Access Control Officer (NC) (Est. Annual Hours - 21,084)  
\$23.67 for Alarm Monitor (NC) (Est. Annual Hours - 35,040)  
\$23.67 for Administrative Services Officer (NC) (Est. Annual Hours - 2,080)

#### **ISSUE:**

This contract will provide armed (Commissioned) and unarmed (Non-Commissioned) security officers at various CoSA facilities. Security services will be provided for buildings; facilities; grounds; and rights-of-way; for employees and visitors, customers and vendors; emergency response; access control; technology control station monitoring; mobile patrol, and other related security services.

This contract is within the scope of the SBEDA Program. Allied Barton Security Services, LLC received five mentorship incentive points, and will exceed the 10% Minority/Women Business Enterprise (M/WBE) subcontracting goal established for this contract, having committed to 15.8% M/WBE subcontractor

participation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, visitors, residents and employees of the City will not have licensed security officers providing security within City facilities. The City would not have the ability to staff these facilities at long term contract rates with the professional level of security officers needed to protect city facilities.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. The estimated annual value of this contract is \$4,600,000.00. Services provided through this contract are as needed and dependent upon availability of funds within departmental budgets.

**RECOMMENDATION:**

Staff recommends the approval of this purchase with Allied Barton Security Services LLC to provide security for city facilities.

This contract is procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.