



City of San Antonio

Agenda Memorandum

File Number:18-3494

Agenda Item Number: 5.

Agenda Date: 6/14/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Supplemental Event Security Services

SUMMARY:

This ordinance authorizes a contract with Staff Pro, Inc. to provide event security services utilizing unarmed, non-commissioned event public safety staff for the Convention and Sports Facilities Department for an estimated cost of \$733,000.00 annually. The term of the agreement is for a two (2) year period with an option to renew two (2) additional 1-year extensions. Funding is available from the Community and Visitor Facilities Fund and proceeds received from each event.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Staff Pro, Inc. to provide the Convention and Sports Facilities Department with event security services provided by unarmed, non-commissioned public safety staff for events held at the Alamodome and the Henry B. Gonzalez Convention Center on an as-needed basis. Supplemental event security services are crucial and necessary for the safety and well-being of patrons visiting these facilities. Event security services include, but are not limited to, screening patrons entering the facilities, performing bag checks, securing restricted areas, crowd control, and providing a visible security presence during events.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Supplemental Event Security Services" (RFCSP 6100009611) on January 3, 2018, with a submission deadline of February 9, 2018. Four proposal responses were received. Staff Pro, Inc. was selected based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Convention and Sports Facilities Department, San Antonio Police Department, and the Information Technology Services Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for Experience, Background, Qualifications; 30 points allotted for Proposed Plan; and 20 points allotted for respondent's Price Schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and ten preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on April 23, 2018 to interview the four responsive respondents. After committee review and discussion, individual scores were submitted. The Convention and Sports Facilities Department requested a best and final offer from all four respondents to provide pricing based on small, medium and large event attendance levels. Respondents submitted their best and final offers on May 14, 2018. Staff Pro, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be July 1, 2018 through June 30, 2020. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide unarmed, non-commissioned event public safety staff to provide event security services for events held at the Alamodome and the Henry B. Gonzalez Convention Center on an as-needed basis. Due to the nature of the events held at these facilities such as concerts, with national or international stars or professional sporting events, the contractor must be able to provide 400 or more security staff at a single event. Supplemental event security services include, but are not limited to, screening patrons entering the Alamodome, performing bag checks, securing restricted areas, crowd control and providing a visible security presence during events.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) 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, the Convention and Sports Facilities Department would be required to process individual procurements to provide public event security services thus affecting the security of the facilities. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost and timeliness of services provided to customers due to non-contract pricing.

FISCAL IMPACT:

The estimated cost of this contract is \$733,000.00 annually. The average estimated cost to the Convention & Sports Facilities Department of \$72,000 annually, subject to appropriation. The remaining funds are provided by each event client through a service chargeback. Funding in the amount of \$17,160.00 is available from the FY 2018 Community and Visitor Facilities Fund.

RECOMMENDATION:

Staff recommends approval of this contract with Staff Pro, Inc. to provide the Convention and Sports Facilities Department with unarmed, non-commissioned event security staff for events held at the Alamodome and the Henry B. Gonzalez Convention Center on an as-needed basis for an estimated cost of \$733,000.00 annually.

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