



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: January 4, 2010

Approved

Date

1-7-09

SUBJECT: REPORT ON RFP FOR SECURITY GUARD SERVICES AT THE WATER POLLUTION CONTROL PLANT

RECOMMENDATION

Report on Request for Proposal (RFP) for security guard services at the Water Pollution Control Plant (WPCP) and adoption of a resolution authorizing the Director of Finance to:

1. Execute an agreement with First Alarm Security & Patrol, Inc. (Aptos, CA) for security guard services for an initial fourteen month term for the period February 1, 2010 to March 31, 2011, and a maximum compensation not to exceed \$225,139.
2. Execute amendments to the agreement to add and delete guard services as required subject to appropriation of funds.
3. Exercise two, one-year options to extend the agreement subject to annual appropriation of funds.

OUTCOME

To provide security guard services to protect WPCP facilities and to ensure the safety and security of the public and City employees.

BACKGROUND

On October 1, 2008, acting on behalf of the City pursuant to authority granted by City Council on September 16, 2008, the Director of Finance entered into a one year Agreement with First Alarm Security & Patrol to provide security guard services at the Water Pollution Control Plant (Plant).

At the time of award, the City's Living Wage Policy did not apply at the Plant. The City's original Living Wage Policy exempted contracts which involved programs where the City shared

management authority with other jurisdictions unless all participating agencies had a living wage policy. Since the participating jurisdictions in the operations of the San Jose/Santa Clara Water Pollution Control Plant did not have living wage policies, living wage requirements were not applied to service contracts entered into at the Plant.

On June 23, 2009 (Item 2.28), Council amended the Living Wage Policy to make it applicable to contracts at the Plant.

In September, 2009, staff issued a Request for Proposal (RFP) for Security Guard Services at the Plant inclusive of the City's newly amended Living Wage Policy.

On December 1, 2009, Council approved a four month extension to the existing agreement with First Alarm Security and Patrol to allow staff sufficient time to complete the aforementioned RFP process. The extension period ends on January 31, 2010.

ANALYSIS

On September 15, 2009, the Finance Department released a Request for Proposal (RFP) for security services at the Plant inclusive of the City's Living Wage Policy. One thousand one hundred nine companies were notified of the bid requirement, 58 companies viewed the RFP, 34 companies attended the mandatory pre-proposal conference, and 15 responsive proposals were received by the October 6, 2009 deadline as outlined in Table 1 below.

Minimum Qualifications (Pass/Fail): The initial evaluation was a pass/fail assessment of each proposal to ensure that all required forms and documentation were complete and minimum qualifications were met. Purchasing staff determined that one proposal from Preferred Response Security Service was non-responsive because they failed to demonstrate that they met the minimum qualification requirement of being in business for ten years.

Evaluation Team: A three member evaluation team was named with representatives from the Environmental Services Department (WPCP). Proposals were scored by each team member independently.

Proposal Evaluation Criteria:

The evaluation team evaluated and scored the written proposals against the criteria and weights defined in the RFP and summarized in the table below.

- **Technical/Contractor Experience (55%):** The technical responses and contractor experience was given 55 points or 55% weighting criteria in the evaluation process.
- **Cost (30%):** Cost proposals were disclosed to the evaluation team after the completion of the technical evaluation so as not to inadvertently influence technical scores.

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- **Environmental Stewardship (5%):** In alignment with the City's Environmentally Preferable Procurement Policy (EP3), Proposers were required to specifically address how their proposals would support the goals and objectives of the City's EP3 program.
- **Local and Small Business Preference (10%):** In accordance with City policy, ten percent of the total evaluation points were reserved for local and small business preference. Four proposers requested and received the requested Local Business Preference. The preference was not a factor in the final award recommendation.

Table 1

	TECHNICAL/ EXPERIENCE (55 PTS)	ENV. STEWARDS (5 PTS)	COST (30 PTS)	LBE (5 PTS)	SBE (5 PTS)	TOTAL SCORE (100 PTS)
First Alarm Security & Patrol (Aptos, CA)	54	5	28	5	0	92
National Security Industries (San Jose, CA)	51	4	29	5	0	89
Securitas (Walnut Creek, CA)	50	2	29	5	0	86
ABC Security (Oakland, CA)	54	5	25	0	0	84
Platinum Security (Oakland, CA)	48	4	29	0	0	81
Security Code 3 (San Jose, CA)	46	4	30	0	0	80
Aviation Safeguards (Santa Clara, CA)	45	2	26	5	0	78
Andrew's International (Santa Clara, CA)	44	3	29	0	0	76
American Guard Services (Oakland, CA)	48	0	25	0	0	73
U.S. Security Associates (Huntington Beach, CA)	46	0	27	0	0	73
Silicon Valley Security & Patrol (San Jose, CA)	39	4	25	5	0	73
McCoy's Patrol Service (San Francisco, CA)	41	3	27	0	0	71
National Public Safety (El Cajon, CA)	35	2	28	0	0	65
VAL Security (Vallejo, CA)	15	2	0	0	0	17

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Protest Process: The RFP process included a ten-day protest period that commenced on November 16, 2009 and ended on November 26, 2009. No protests were received.

Summary: Staff recommends award to First Alarm Security & Patrol, Inc. The evaluation team deemed First Alarm's proposal to be the best value based on the criteria listed in the RFP. First Alarm's proposal met or exceeded all of the RFP specifications, provided the most detailed and comprehensive proposal, and demonstrated a superior understanding of the City's requirements as summarized below:

- First Alarm has a substantial presence in the security guard industry in California's central coast region.
- First Alarm has another Agreement with the City for security services with other City departments including General Services, Department of Transportation, Airport, Parks, Recreation & Neighborhood Services and Office of Economic Development. They have done an excellent job performing security services under this Agreement.
- First Alarm uses fuel efficient vehicles.
- First Alarm submitted a superior resource plan demonstrating how they will cover supervision, guard services, guard breaks, vacations, and illness.

Summary of Agreement: This agreement establishes a fixed monthly fee and allows the Plant to add and delete services as required. The initial term of 14 months is designed to make this Agreement coterminous with the expiration date of the security services agreement for other City departments. Assuming that the two one year option periods are exercised, this will give the City greater flexibility to issue one RFP serving the needs of all City Departments.

EVALUATION AND FOLLOW-UP

This memorandum will not require any further follow-up from staff.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While this requirement does not meet any of the above criteria, this memorandum is posted on the City's website for the January 26, 2009 Council agenda.

COORDINATION

This memorandum was coordinated with the Environmental Services, the Public Works/Office of Equality Assurance, the City Manager's Budget Office, and the City Attorney's Office. On January 14, 2010, the Treatment Plant Advisory Committee is scheduled to review this recommendation.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved Budget Strategy Memo General Principle #2, "We must focus on protecting our vital core City services."

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

Not to Exceed Amount for Initial Term of Contract **\$225,139**

2. SOURCE OF FUNDING: San José/Santa Clara Treatment Plant Operating Fund
3. FISCAL IMPACT: Funding is available in departmental annual appropriations.

BUDGET REFERENCE

HONORABLE MAYOR AND CITY COUNCIL

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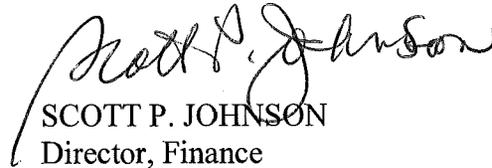
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Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2009-2010 Operating Budget Page	Operating Budget Action (Date, Ord. No.,RC#)
513	0762	ESD Non-Personal Equipment	\$36,802,642	\$225,139	VII-78	10/20/2009, Ord. No. 28653, RC911800

CEQA

Not a project.


SCOTT P. JOHNSON
Director, Finance

For questions please contact Mark Giovannetti, Purchasing Officer, at (408) 535-7052.