



City of Rialto

Legislation Text

File #: 16-426, **Version:** 1

For City Council Meeting [June 28, 2016]

TO: Honorable Mayor and City Council

APPROVAL: Michael Story, City Administrator

FROM: Randy De Anda, Chief of Police

Request City Council to Approve the Sixth Amendment to the Contract Services Agreement with Contact Security, Inc., a California Corporation, for Month-to-Month Security Guard and Patrol Services for July, August and September 2016, at a Cost of \$79,211.53.

(ACTION)

BACKGROUND:

Police Department has been tasked with building security and safety functions throughout the City, including supervising security and patrol services at various facilities. These services have traditionally been outsourced to a contractor, and include security services at the following City facilities:

- Civic Center - City Hall/Council Chambers, 150 S. Palm Avenue
- Civic Center - Development Services, 150 S. Palm Avenue
- Civic Center - Finance Office, 150 S. Palm Avenue
- Civic Center - City Clerk's Office, 290 West Rialto Avenue
- Civic Center - North Annex, Rialto Network, 150 S. Palm Avenue
- Public Works Building - 335 W. Rialto Avenue
- Public Works Maintenance & Operations - 246 S. Willow Avenue
- Human Resources - 246 S. Willow Avenue
- Fire Station 201 - 131 S. Willow Avenue
- Airport - 1451 N. Linden Avenue
- Fleet Garage - 245 and 247 S. Willow Avenue
- Purchasing - 249 S. Willow Avenue
- ITS - 251 S. Willow Avenue
- Metrolink Station - 261 South Palm Avenue
- Fire Station 201 - Crew Quarters, 131 South Willow Avenue
- Fire Station 202 - 1700 North Riverside Avenue
- Fire Station 203 - 1550 North Ayala Avenue
- Fire Station 204 - 3288 North Alder Avenue
- Recreation and Community Services - 214 North Palm Avenue
- Senior Center - 1411 South Riverside Avenue
- Racquet and Fitness Center - 1243 South Riverside Avenue

In addition to the locations listed above, the security guard service is required to patrol the City's Water, Wastewater and Park facilities and respond to after-hours alarm calls at City facilities.

ANALYSIS/DISCUSSION:

Staff prepared Request for Proposals No. 16-085 (RFP) to solicit proposals from well qualified firms to provide security guard and patrol services for the City. The RFP was released on April 13, 2016 and proposals were due by 2:00 PM on May 17, 2016. The RFP included comprehensive requirements for security guard and patrol services, incorporating standard minimum specifications generally associated with this type of service.

The RFP was posted on the City's website and twenty-six prospective security firms were emailed a notice announcing the RFP on April 18, 2016. The City also advertised the RFP in the San Bernardino County Sun newspaper on April 21, 2016.

On May 17, 2016 the Purchasing Division received eight proposals in response to the RFP from the following firms:

1. All American Security; Riverside, CA
2. American General Private Security Corp.; Anaheim, CA
3. American Guard Services; Carson, CA
4. Contact Security, Inc.; Brea, CA
5. General Security Service, Inc.; Riverside, CA
6. Power Security Group.; Corona, CA
7. Security Defense; Rialto, CA
8. U.S. Security Associates; Corona, CA

The proposals have been evaluated and the highest ranking firms have made formal presentations and been interviewed. Staff is currently conducting reference checks and hopes to soon enter into negotiations with the highest ranking firm. Unfortunately, this process will not be complete prior to the end of the current contract, therefore staff is requesting Council extend services with the current provider for a maximum of three months on a month-to-month basis.

The current provider has agreed to continue on a month-to-month basis. Staff recommends that the City Council approve the proposed contract amendment with CSI to provide security guard and patrol services on a month-to-month basis until September 30, 2016 and authorize the City Administrator to terminate the agreement, with or without cause.

Pursuant to Section 2 of the agreement, the original bid prices are subject to a percentage upward change in the United States Bureau of Labor Statistics Consumer Price Index "All Urban Consumers for Los Angeles, Riverside and Orange County, CA (CPI)" for the most recent twelve (12) months for which statistics are available. The most current statistics have established the CPI at 2.0%.

A copy of the proposed Amendment No. 6 is included as **Attachment 1**.

ENVIRONMENTAL IMPACT:

The requested action is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a

potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report and the Sixth Amendment to the Contract Services Agreement.

FINANCIAL IMPACT:

Sufficient budget is available in the accounts as listed below for Citywide Security Guard and Patrol services July, August, and September of Fiscal Year 2016/2017:

Account Name	Account No	Amount
General Fund Parks Maintenance	010-500-7304-2011	\$6,772.59
General Fund Community Buildings	010-500-7314-2011	\$40,088.95
RUA Fund - Sewer Services	680-500-7860-2011	\$744.59
RUA Fund - Water Services	680-500-7960-2011	\$15,802.70
Building Maintenance Fund	770-500-7302-2011	\$15,802.70
TOTAL		\$79,211.53

A Business license application and payment of a Business License tax at the Professional Service rate in the amount of \$130.70 will be paid by the vendor prior to execution of the Sixth Amendment.

RECOMMENDATION:

Staff recommends that the City Council:

- Approve the Sixth Amendment to the Contract Services Agreement with Contact Security, Inc., a California corporation, for Security Guard and Patrol Services on a month-to-month basis until September 30, 2016, at a cost not-to-exceed \$79,211.53.
- Authorize the issuance of a Purchase Order in the amount of \$79,211.53 to the Contract Services Agreement with Contact Security, Inc., a California corporation, for Security Guard and Patrol Services on a month-to-month basis until September 30, 2016.
- Authorize the City Administrator to terminate the agreement with or without cause prior to September 30, 2016, if he determines it in the best interest of the City of Rialto.