

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF GENERAL SERVICES AGREEMENT WITH
WEINSTEIN SECURITY, INC. - FOR UNARMED SECURITY
GUARD SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance, Transportation and Public Works, and Recreation and Parks Departments that the Council, by resolution, approve General Services Agreement No. F001847 with Weinstein Security, Inc., Windsor, CA for unarmed security guard services in an amount not to exceed \$887,745.99.

EXECUTIVE SUMMARY

On March 20, 2018, Council awarded Invitation for Bid (IFB) 18-20 to DHS Private Security, Inc., Canoga Park, CA (DHS) as the lowest responsive bid. On July 20, 2018, the agreement with DHS was canceled because DHS could not obtain proper staffing levels to accommodate services to all locations. An emergent General Services Agreement was awarded to First Alarm Security, Inc., San Jose, CA for six months, allowing City staff to go through a Request for Proposal process for a new agreement. The agreement with First Alarm Security will expire January 31, 2019.

The proposed agreement with Weinstein Security will be for a term of five years with five (5) one-year extension options. It also includes \$25,000 for miscellaneous services.

BACKGROUND

The City has approximately twenty-two (22) Parks and five (5) facility building locations that require various levels of unarmed security guard services. The City also has a need for scheduled money pickup services at five (5) Parks locations, and delivery to the bank for deposit.

Unarmed security guards are required for mobile or foot patrol security guard services at various City locations, such as City Hall and City Hall Annex; MSC South; various City Parks; Franklin Cemetery; Luther Burbank Home and Gardens; and Youth Camps. Also included are money pick-up services for Finley Community/Aquatic Center, Ridgway Swim Center, Steel Lane Community Center and Howarth Park.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

On September 27, 2018, Request for Proposals (RFP) 18-114, solicited by the City of Santa Rosa for unarmed security guard services, was opened. Three proposals were received, all offers were considered responsive to the solicitation and are listed below:

Bidder	Location
*Weinstein Security, Inc	Windsor, CA
First Alarm Security Services, Inc.	San Jose, CA
Allied Universal Security Services	Santa Ana, CA

*Successful proposer; others in no apparent order.

A four-member evaluation panel from the City’s Recreation and Parks and Transportation and Public Works Departments carefully evaluated and scored the three proposals based on the selection criteria specified in the RFP, which was as follows:

- A. Service verification system’s ability to meet the following requirements:
 - Use RFID tags, bar codes, QR codes or other approved devices.
 - Log the hours of patrol through individual scans as guards pass the point.
 - Use GPS to validate the position of the devices when scanned.
 - Provide a continuous, real time, GPS track of all proposer owned vehicles’ movements and locations.
 - Provide the City with web-based access to the tour verification system, including, but not limited to, patrol log, maps with patrol routes and timelines, incident reports, and any other information related to services performed for the City.

- B. Guard Training and Certification Program:
 - Guards meet all the requirements of the RFP, including but not limited to, the appropriate response to unsafe conditions, emergency situations and criminal activity.
 - Staff is trained and certified at the level required by the California Department of Consumer Affairs, Bureau of Security & Investigative Services (BSIS) requirements.

- C. Proposer Resources:

- Proposer provides information that clearly indicates they possess the resources necessary to meet the scope of work, including the ability to staff posts when an individual guard is not available for his scheduled shift or when the City requires special services within one hour.

D. Cost

E. References

After completion of the panel review and evaluation of proposals received, the evaluation panel identified the top proposal as Weinstein Security Services, Inc. and was selected to move forward with a best and final offer and contract negotiation.

Weinstein Security Inc. was determined to offer the best value to the City for the following reasons:

- Innovative technology software and equipment for tracking and reporting to staff services to the City.
- Demonstrated knowledge and experience providing services to agencies similar to the City of Santa Rosa. Weinstein Security Inc. has previous experience with the City and provided the most consistent satisfactory service of any contract held by the City for this service.
- Highly knowledgeable and experienced trained staff to provide services.
- Demonstrated the ability to provide full service capacity upon issuance of an agreement identifying all staff members that will be assigned to this service.
- Very responsive to the requirements of the RFP, including a well-prepared and comprehensive proposal, and willingness to sign the City agreement.

The contingency request is for miscellaneous services for special events or circumstances that may arise throughout the term of the agreement.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2018-19 adopted budget within the departments that utilize the service. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project 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, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A - Agreement No. F001847

CONTACT

Chuck McBride, Chief Financial Officer, Finance Department, cmcbride@srcity.org
(707) 543-3089

Brandalyn Tramel, Purchasing Agent, Finance Department, btramel@srcity.org
(707-543-3706

Jennifer Myles, Senior Buyer, Finance Department, jmyles@srcity.org
(707) 543-3709