

December 11, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a two-year contract with American Guard Services, Inc. for security guard services at City Hall including patrol services to the Bellevue Service Center and other City facilities with a three-year renewal option, for a total contract amount not to exceed \$737,064.09, plus all applicable taxes.

### **FISCAL IMPACT**

This action obligates the City to pay up to \$288,692.08, plus all applicable taxes, to American Guard Services, Inc. for security guard services from January 1, 2018 through December 31, 2019. Upon satisfactory performance of the initial term, the City may execute one three-year renewal option for service through December 31, 2022. The total obligation, including renewal option, would be \$737,064.09, plus all applicable taxes.

This expenditure was anticipated within the 2017-2018 budget, and sufficient funds are available in the Facility Services Fund for the first year of the contract. Future funding of this contract and renewal option, if exercised, will be requested in future budget processes.

### **STAFF CONTACTS**

Nora Johnson, Civic Services Director, 452-4167  
John Koffley, Facility Services Manager, 452-6153  
*Civic Services*

### **POLICY CONSIDERATION**

Bellevue City Code Chapter 4.28 provides for open, fair and transparent procurement of services in accordance with City Code and state law. Council approval is required for General Services Contracts in excess of \$90,000.

### **BACKGROUND**

Hiring security guards is an investment in the City's property and helps to ensure a safe environment for staff and visitors while minimizing vandalism. The City uses contracted security guard services to rove buildings, patrol grounds and unsecured parking areas, cover building lockdowns, address minor equipment malfunctions, respond to building system alarms and emergencies that may affect the 911 Dispatch Center, and support special events and public use of City Hall.

The City contracts for these specialized services rather than providing for them with City staff. Although the City's Police Department is located at City Hall and can be used to respond to vandalism and unwanted visitors, their primary responsibility is to respond to criminal activity in the community. Using police officers to provide security services would take away an asset the public expects to be available for protection in their neighborhoods, parks and streets.

A Request for Proposal (RFP) was advertised in November to identify the most qualified and cost-effective vendor for security guard and patrol services at City Hall, the Bellevue Service Center and other general City facilities. (The Parks and Community Services Department contracts separately for their facilities). Evaluation criteria for the RFP included proposal costs, experience with similar buildings, project understanding, and training, qualifications and expertise of key personnel to be used for these services. Six proposals were submitted. A selection committee evaluated each of the proposals per the RFP criteria.

#	Company	Initial 2-year Term	Renewal 3-year Term	Total 5-year Contract Cost
1	Phoenix Protective	\$261,144	\$411,630	\$672,774
2	American Guard	288,692	448,372	737,064
3	Cypress Security	295,779	491,661	787,440
4	Securitas Security	299,493	503,237	802,729
5	Allied Universal	323,456	523,191	846,647
6	Oatridge Security	347,963	551,713	899,676

Reference checks were performed on the top 3 firms. Staff recommends awarding the contract to American Guard Services, Inc. based on the depth of their training regimen, qualifications of their personnel, experience with high security facilities, and their competitively priced proposal.

#### **EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

#### **OPTIONS**

1. Adopt the Resolution authorizing execution of a two-year contract with American Guard Services, Inc. for security guard services at City Hall including patrol services to the Bellevue Service Center and other City facilities with a three-year renewal option, for a total contract amount not to exceed \$737,064.09, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

#### **RECOMMENDATION**

Option 1

#### **MOTION**

Move to adopt Resolution No. 9345 authorizing execution of a two-year contract with American Guard Services, Inc. for security guard services at City Hall including patrol services to the Bellevue Service Center and other City facilities with a three-year renewal option, for a total contract amount not to exceed \$737,064.09, plus all applicable taxes.

#### **ATTACHMENTS**

Proposed Resolution No. 9345

#### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract