

## INTER OFFICE MEMO

To: O&S Committee  
From:  J. Scott Mitchell  
Chief Operating Officer

Date: November 25, 2020

Reviewed by: 

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### SUBJECT: Security Guard Services Contract

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**BACKGROUND:** Central Contra Costa Transit Authority, beginning with the initial occupation of the Operations Facility site in 1982, has always retained the services of a security company to provide unarmed guard services during late night hours and during periods which the facility is unmanned by County Connection personnel.

**SUMMARY OF ISSUES:** In October 2020, staff published a Request for Proposals for security guard services. The services to be provided include one full-time patrol guard on-site for all contracted hours, including communication with their 24-hour dispatch center.

On November 12, 2020, County Connection received two (2) proposals. One Proposal was from Execushield, Inc. However, because Execushield did not fill out the required information, they were found non-responsive. The second proposal was from the Guardian Security Agency.

Guardian Security Agency opened in 1992. They are located 3.8 miles from County Connection's facility and have approximately 100 security officers and 16 supervisors. Guardian Security Agency is a woman-owned small business certified by the Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission as a Women's Business Enterprise.

Our current security agency is Guardian Security Agency. The 2020 rate is \$24.20 per hour and the new proposed rate is \$26.60 per hour, an increase of 10%.

Guardian Security Agency has provided the following credentials for consideration:

- California Department of Consumer Affairs, Bureau of Security and Investigative Services License PPO 11106
- Federal Employer Identification Number 68-0072619
- Insurance Certificate with \$1,000,000 limits
- City of Concord Business License 96040940
- \$2,000,000 Umbrella Policy

County Connection is in need of a quality security service to protect its assets and personnel during the late night and weekend hours. Staff feels that this firm is capable of providing that quality of service. Staff is requesting that the O&S Committee consider recommending the award of a contract to Guardian Security Agency for on-site security services during the specified hours.

**OPTION 1:** The O&S Committee recommends that the County Connection Board of Directors award a contract to Guardian Security Agency for security services.

**OPTION 2:** The O&S Committee direct staff to re-advertise the Request for Proposals.

**FINANCIAL IMPLICATIONS:** The standard Guardian Security Services rate for the services requested is \$26.60 per hour. The overtime rate is \$37.24 per hour. County Connection is in need of services for a total of 3,640 hours per year. At their standard rate, this would put the cost of service at \$102,186.56 per year.

**RECOMMENDATIONS:** Staff recommends that the O&S Committee recommend award of a three (3) year contract with two (1) year extensions option to Guardian Security Agency, at the rate of \$26.60 per hour for on-site security services.

**ACTION REQUESTED:** The O&S Committee recommend to the Board of Directors at its December 17, 2020 meeting, the award of a contract by County Connection to Guardian Security Agency for a three (3) year period with the option for two (1) year extensions for on-site security services.