

To: Board of Directors

Date: December 9, 2020

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by:

SUBJECT: Security Guard Services Contract

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 recommend 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: The O&S Committee recommend that the Board of Directors at its December 17, 2020 meeting, adopt Resolution No. 2021-015 authorizing the General Manager to award a three (3) year contract with two one-year extension options to Guardian Security Agency, at the rate of \$26.60 per hour for on-site security services.

ACTION REQUESTED: The O&S Committee recommend that the Board of Directors at its December 17, 2020 meeting, adopt Resolution No. 2021-015 authorizing the General Manager to enter into a contract with Guardian Security Agency for a three (3) year period with the option for two one-year extensions for on-site security services.

ATTACHMENTS:

Attachment 1: Resolution No. 2021-015

RESOLUTION NO. 2021-015

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

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**AWARDING A CONTRACT TO GUARDIAN SECURITY AGENCY FOR
SECURITY GUARD SERVICES FOR A THREE YEAR BASE TERM
IN AN AMOUNT NOT TO EXCEED \$306,559.68**

WHEREAS, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions ("Service Area");

WHEREAS, in October, 2020, CCCTA issued a Request for Proposals ("RFP") for security guard services, and received two proposals, which were evaluated by staff in accordance with the evaluation process in the RFP;

WHEREAS, the evaluation committee determined that only the proposal submitted by Guardian Security Agency met all of the RFPs requirements;

WHEREAS, the evaluation committee also determined that Guardian Security Agency is well-qualified to provide such services and its proposed prices are fair and reasonable; and

WHEREAS, the Operations and Scheduling Committee recommends award of the contract to Guardian Security Agency in an amount not to exceed \$306,559.68 over the three year base term.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority awards a contract to Guardian Security Agency to provide security guard services, in an amount not to exceed \$306,559.68 over the three year base term; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute the agreement with Guardian Security Agency, in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the General Manager is authorized to exercise two one-year option terms with Guardian Security Agency, if it's in the best interest of CCCTA, in an amount not to exceed \$205,373.12 over the two year option period.

Regularly passed and adopted this 17th day of December, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Keith Haydon, Chair, Board of Directors

ATTEST: _____
Lathina Hill, Clerk to the Board