

To: Board of Directors

Date: February 7, 2025

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by: *W.C.*

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:

On November 7, 2024, 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 December 6, 2024, County Connection received one (1) proposal. The one 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.

The new proposed rate for 2025 is \$33.60 per hour. 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 believes this firm is capable of providing the quality of service needed to protect Authority assets.

OPTION 1:

The O&S Committee and staff respectfully request the Board of Directors award a contract to Guardian Security Agency for on-site security services.

OPTION 2:

The Board of Directors direct staff to re-advertise the Request for Proposals.

FINANCIAL IMPLICATIONS:

The standard Guardian Security Services rate for the services requested in year one (1) is \$33.60 per hour. The overtime rate is \$47.04 per hour. County Connection is in need of services for a total of 3,640 hours per year and a total of 144 Holiday Premium Hours. At their standard rate plus the Holiday Premium hours, the cost of service would be at \$129,077.76 for year one. \$135,524.36 for year two and \$142,393.44 for year three. The three-year total not to exceed is \$406,996.56.

RECOMMENDATIONS:

The O&S Committee recommends the Board award of a three (3) year contract with two 1-year extension options to Guardian Security Agency, at the first year rate of \$33.60 per hour for on-site security services.

ACTION REQUESTED:

The O&S Committee recommend to the Board of Directors at its February 20, 2025, meeting, to award a contract to Guardian Security Agency for a three (3) year period with the option for two 1-year extensions for on-site security services. The first three (3) years not to exceed \$406,996.56.

ATTACHMENT:

Resolution No. 2025-019

RESOLUTION NO. 2025-019

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

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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 \$406,996.56**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (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 and certain unincorporated portions of Contra Costa County ("Service Area");

WHEREAS, in November 2024, CCCTA issued a Request for Proposals (RFP) for security guard services, and received one proposal, which was evaluated by staff in accordance with the evaluation process in the RFP;

WHEREAS, the evaluation committee determined that the proposal submitted by Guardian Security Agency met all of the RFP's 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; an

WHEREAS, the Operations and Scheduling Committee recommends award of the contract to Guardian Security Agency in an amount not to exceed \$406,996.56 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 \$406,996.56 over the three year base term;

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 \$297,730.44 over the two year option period.

Regularly passed and adopted this 20th day of February, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kevin Wilk, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board