



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

R-23

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December 4, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB18-123 and award a contract to GSSi, Inc., dba General Security Service, of Wilmington, CA, for providing security guard services, in an annual amount of \$909,000, with a 10 percent contingency in the amount of \$90,900, for a total annual amount not to exceed \$999,900, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with GSSi, Inc., for providing security guard services at several City of Long Beach (City) sites for the Departments of Economic Development, Health and Human Services, Library Services, Parks, Recreation and Marine, and Public Works, and for Community Hospital.

The City has utilized contract security guard services for more than 12 years. The primary role of the security guard is to ensure the safety and security of employees and visitors, property, and buildings. They also provide additional services, which include: monitoring parking areas, responding to staff calls for assistance, initiating calls to the Police or Fire Departments, as needed, and completing incident reports. Additionally, the Parks, Recreation and Marine Department utilizes the services to provide security for various events on an as-needed basis.

The bid was advertised in the Long Beach Press-Telegram on September 1, 2018, and 6,456 potential bidders specializing in guard and security services were notified of the bid opportunity. Of those bidders, 50 downloaded the bid via the City's electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 28 local, minority, and women-owned business groups. Six bids were received on October 10, 2018. Of those six bidders, two were Minority-owned Business Enterprises (MBEs), two were Women-owned Business

Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and one was a Long Beach business (Local). GSSi, Inc., dba General Security Service, of Wilmington, CA (not a MBE, WBE, SBE, or Local), was the lowest responsible bidder.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download the bid specifications. Through outreach, 641 Long Beach vendors were notified to submit bids, of which three downloaded and one submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on November 7, 2018 and by Budget Management Officer Rhutu Amin Gharib on November 9, 2018.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB LB18-123 and award the contract concurrently is requested on December 4, 2018, to ensure a contract is in place expeditiously.

FISCAL IMPACT

The total contract cost is an annual amount not to exceed \$999,900. The contract is budgeted in various funds and departments, except for the contract costs related to the Community Hospital security. This will partially be offset from lease revenue from the site itself and the remaining costs may come from the FY 19 budget savings. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 37 employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



PATRICK H. WEST
CITY MANAGER