



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

R-17

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June 21, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-01411 and award a contract to General Security, Inc., of Wilmington, CA (not an MBE, WBE, SBE, or Local), in an estimated annual amount not to exceed \$375,000, for providing security guard services for a period of one year, with the option to renew for one additional one-year period, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into an annual contract with General Security, Inc., for providing security guard services at several City sites for the following departments: Health and Human Services—various facilities, including Housing Authority; Human Resources—various facilities, including the Career Transition Center; Library Services—various branch libraries; and various Parks, Recreation and Marine locations. The primary role of the security guard is to ensure the safety and security of the property, buildings and any employees or visitors. The City of Long Beach has utilized contracted security guard services for over six years at these same locations.

The bid for providing security guard services was advertised in the Press-Telegram on March 17, 2011, and 422 potential bidders specializing in security guard services were notified. Of those bidders, 78 downloaded the bid via our 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 30 local, minority and women's business groups. Five bids were received and a public bid opening occurred on April 5, 2011. Of those five bidders, one is a Minority-Owned Business Enterprise (MBE), two are Women-Owned Business Enterprises (WBE), none are Small Business Enterprises (SBE), and none are Long Beach businesses (Local). General Security, Inc., of Wilmington, CA (not an MBE, WBE, SBE, or Local), is the lowest responsible bidder.

Local Business Outreach

Our outreach goal during the bid process is to encourage Long Beach businesses to take advantage of local preferences offered by the City and submit bids for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Four Long Beach vendors were contacted to offer local outreach, of which four downloaded the bid; however, none of these vendors submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

The matter was reviewed by Deputy City Attorney Amy R. Burton on June 9, 2011 and Budget Management Officer Victoria Bell June 9, 2011.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01411 and award a contract concurrently is requested on June 21, 2011 to ensure the contract is in place expeditiously.

FISCAL IMPACT

Sufficient funding for the estimated annual contract cost of \$375,000 is budgeted in various departments and funds. The award of this contract will provide additional support to our local economy by assisting in the preservation of 12 Long Beach residents with employment.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



DAVID S. NAKAMOTO
ACTING DIRECTOR OF FINANCIAL MANAGEMENT/CFO

APPROVED:



PATRICK H. WEST
CITY MANAGER