

CITY OF LONG BEACH

R-23

DEPARTMENT OF FINANCIAL MANAGEMENT

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September 21, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-01810 and award a contract to Contact Security, Inc., of Brea, CA (MBE, WBE), in an estimated annual amount of \$350,000, for providing security guard services for a one-year period; 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 Contact Security, Inc., for providing security guard services at several City sites for the following departments: Health and Human Services Department; Community Development Department's various facilities, including Housing Authority and Career Transition Center; Library Services Branch libraries; and Parks, Recreation and Marine. These services have been contracted for over five years.

The bid for providing security guard services was advertised in the Press-Telegram on June 18, 2010, and 243 potential bidders specializing in security guard services were notified. Of those bidders, 69 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 July 8, 2010. 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). Contact Security, Inc., of Brea, CA (MBE, WBE), is the lowest responsible bidder.

Local Business Outreach

The 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. The Purchasing Division assists businesses with registering on the Bids Online database to download the bid specifications. Ten 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.

This matter was reviewed by Deputy City Attorney Amy R. Burton on August 27, 2010 and Budget Management Officer Victoria Bell on September 1, 2010.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01810 and award a contract concurrently is requested on September 21, 2010 to ensure that the contract is in place expeditiously.

FISCAL IMPACT

Sufficient funding for the estimated annual contract cost of \$350,000 is budgeted in various departments and funds. The award of this contract will provide additional support to the local economy by employing nine Long Beach residents.

SUGGESTED ACTION:


Approve recommendation.

Respectfully submitted,



LORI ANN FARRELL
DIRECTOR OF FINANCIAL MANAGEMENT/CFO

APPROVED:



PATRICK H. WEST
CITY MANAGER