



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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November 18, 2014

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

RECOMMENDATION:

Adopt Specifications No. ITB LB14-082 and award a contract to General Security Service, Inc., of Wilmington, CA, for providing security guard services, in an annual amount of \$325,000, and authorize a 10 percent contingency in the amount of \$32,500 for a total annual amount not to exceed \$357,500, for a period of two years, with the option to renew for two additional one-year periods, at the discretion of the City Manager; authorize the City Manager or designee to execute all documents necessary to enter into the contract, including any necessary amendments thereto; and

Amend purchase order No. BPLB14000043 with General Security Services, Inc., by adding \$55,000 for a total amount not to exceed \$125,000. (Citywide)

DISCUSSION

City Council approval is requested to enter into an annual contract with General Security Service, 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; Parks, Recreation and Marine-various locations; and, Public Works-various locations.

The primary role of security guards is to ensure the safety and security of the property, buildings and any employees or visitors. The City has utilized contract security guard services for nine years at these same locations. 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. In addition, the Department of Parks, Recreation and Marine utilizes these services to provide security for various events on an as-needed basis.

The previous contract with General Security Service, Inc., expired on July 15, 2014. An interim purchase order in the amount of \$70,000 was issued to continue services without any disruptions while a new Invitation to Bid (ITB) was conducted. To ensure continuity of services until the new contract is in place, an additional amount of \$55,000 is requested, increasing the total of the interim purchase order to \$125,000.

The bid was advertised in the Press-Telegram on July 25, 2014, and 4,155 potential bidders specializing in security guard services were notified of the bid opportunity. Of those bidders, 62 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-owned business groups. Four bids were received on August 29, 2014. Of those four bidders, two were Minority-owned Business Enterprises (MBEs), two were Women-owned Business Enterprises (WBEs), two were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). General Security Service, Inc., of Wilmington, CA (SBE, not an MBE, WBE or Local), was the lowest responsible bidder.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the bid specifications. Through outreach, 424 Long Beach vendors were notified to submit bids, of which four downloaded and none 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 Linda T. Vu and by Budget Management Officer Victoria Bell on October 28, 2014.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB LB14-082 and award a contract concurrently is requested on November 18, 2014 to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The cost of the contract is an annual amount not to exceed \$357,500, including the contingency, and is budgeted in various funds and departments. To continue services until the new contract is in place, an increase of \$55,000 to the interim purchase order is requested for a revised total of \$125,000. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 14 full-time employees and seven part-time employees residing in Long Beach.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER