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MEMORANDUM

DATE: May 21, 2019

TO: CRA Board of Commissioners

FROM: Kimberly Vazquez, Project Manager

THRU: Gregory P. Harrison, Executive Director
Nguyen Tran, Director

RE: Unarmed Roving Security Guard Services – NW CRA District

Background

A request for proposal (RFP), P-15-19 was issued to select a firm to establish a contract with the City's Community Redevelopment Agency to provide Unarmed Roving Security Guard Services. Six (6) responses were received to the solicitation and evaluated by a Selection Committee who determined, Professional Security Concepts, Inc. ("PSC") as the highest ranked firm. The rankings were presented to the CRA Board on April 16, 2019. At that meeting, the Board accepted the highest ranked firm PSC, Inc., and instructed staff to negotiate a contract to be brought back before the Board for consideration. This contract is for the NW CRA District.

The Scope of Services and Task/Deliverables in the RFP requires the Security Officers to act as "Ambassadors" for the district and some of their duties include; to be familiar with the area, properties and businesses surrounding Dr. Martin Luther King Jr. Boulevard, patrol and complete routine inspections, report suspicious activity to the appropriate personnel, notify CRA staff of illegally parked or abandoned vehicles, report dumping issues and maintain a daily log of activities. This helps staff to recognize areas where there is less than desirable activity and provides opportunity to work with the local authorities on ways to address those issues.

The initial term of the contract for the NW CRA district is for three (3) years with the option to renew for an additional two (2) one (1) year terms. The cost for year one is \$300,000 however, in year two the hourly rates may be adjusted by the percentage in the Employment Cost Index ("ECI") for private industry workers, service occupations, wages and salaries. The frequency of adjustment is annually commencing on year two of the contract and includes renewal periods.

Staff Recommendation

Approve the agreement with Professional Security Concepts, Inc. for Unarmed Roving Guard Services for the NW CRA District.