

## MEMORANDUM

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Purchasing #21-011  
December 22, 2020

To: Gregory P. Harrison, City Manager

Through: Steve Stewart, General Services Director

From: Jill Klaskin Press, Purchasing Supervisor

Subject: RFP P-40-20 East Community Redevelopment Agency Unarmed Roving Security Guard Services

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### Contract Need/Background

A request for proposals (RFP) P-40-20 was issued to select a firm to establish a contract with the Pompano Beach Community Redevelopment Agency to provide Unarmed Roving Security Guard Services for the East CRA District. Nguyen Tran, Community Redevelopment Agency Director, provided the scope of services.

### Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitation, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting responsive proposals....9

### Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

### Selection/Evaluation Committee

Nine (9) responses were received to the solicitation. The Selection/Evaluation Committee met on November 23, 2020 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The nine (9) responses were reviewed and scored, and the Committee determined that the highest ranked firm, Professional Security Concepts, Inc. would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

### Market Research

The General Services Department conducted outreach to four (4) local Pompano Beach Security firms to inform them of the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the Community Redevelopment Board is to approve the ranking order, and authorize the City staff to enter into a contract with the highest-ranked firm, Professional Security Concepts, Inc. The committee also requests additional authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and a top ranked firm.

Attachments

cc: file