

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RFP P-40-20  
East Community Redevelopment Agency (ECRA)  
Unarmed Roving Security Guard Services  
Monday, November 23, 2020  
9:00 AM**

The committee consisted of:

Kate Belcher, Recreation Manager (Voting)  
Cassandra LeMasurier, Real Property Manager (Voting)  
Jack Rogerson, ECRA (Voting)  
Kimberly Vasquez, CRA Project Manager (Voting)

Also in attendance was Jeffrey English and Jill Klaskin Press, Purchasing Department (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide the East Community Redevelopment Agency with Unarmed Roving Security Guard Services. This meeting was posted as a "Public Meeting." Nine (9) firms submitted responses to the City's Request for Proposals. The meeting was called to order at 9:05 AM.

The Purchasing Department reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. Each Committee member had reviewed all of the responses in advance of the meeting. Kimberly Vasquez led the technical discussion.

The Committee discussed each of the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Professional Security Concepts, Inc.....	473
(2)	Regional Security Services, Inc.....	430
(3)	Admiral Security Consultants, Inc.....	394.8
(4)	American Guard Services, Inc.....	391
(5)	AJ Squared Security, Inc.....	374.85
(6)	Maverick Security Services, LLC.....	330
(7)	Almighty Protection Services, In.....	300
(8)	Alert Patrol.com.....	274.7
(9)	Eagle Security Services, Inc.....	271

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Admiral Security and AJ Squared Security were awarded a 5% preference for compliance with Tier 1 requirements and Alert Patrol was awarded a 2.5% preference for compliance with Tier 2 requirements. The consensus of the Committee was that the highest ranked firm would be recommended for moving forward. A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the Committee's recommendation to the Community Redevelopment Board for their approval to enter into a contract with the highest ranked firm Professional Security Concepts, Inc. as detailed above. The committee also agreed to request 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. The Committee meeting adjourned at 10:28 a.m.

