

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8647 authorizing execution of a two-year contract with Olympic Security Services, Inc., for security guard services in an amount not to exceed \$230,762, with the option to renew for an additional two years for a total contact amount of \$466,140, plus taxes if applicable .

FISCAL IMPACT

This action obligates the City to pay up to \$230,762 to Olympic Security Services, Inc., for security guard services through 2015 with the option for an additional two years. The total obligation through 2017 would be \$466,140. This expenditure was anticipated within the 2013-2014 adopted budget, and sufficient funds are available in the Facilities Services Fund. Future funding will be requested as part of the budget process.

STAFF CONTACT

Frank Pinney, Assistant Director 452-6049
Earl Meldahl, Facility Manager 452-6153
Paul Bartelmes, Facility Security Superintendent 452-6152
Civic Services Department

POLICY CONSIDERATION

City Purchasing Policies:

Bellevue City Code (BCC) 4.28.010 provides for the fair and equitable treatment of persons in the purchasing process. Because the amount of the expenditure exceeds \$50,000, Council approval is required

City of Bellevue Contracting Policy:

The City's procurement policy for General Services requires a public Request for Proposal (RFP) process. General Services include services such as landscape maintenance, and building and janitorial services.

Bellevue City Code:

BCC 4.28.190 supports the evaluation criteria for determining lowest responsible bidder.

Facilities Policy:

The City endeavors to provide safe, clean and efficient facilities that support program delivery by the departments and has moved to contracting for specialized services rather than providing all services with City staff.

BACKGROUND

Security services and coverage were expanded when City operations moved to the new City Hall in 2006 due to the need to cover building lockdowns, address minor equipment malfunctions, respond to building emergencies that may affect the 911 Dispatch Center, patrol the grounds and unsecured parking

areas, and support special events and public use of the building. Additional properties were added to the security contract as they were acquired by the City. These properties include Surrey Downs, Lincoln Center, and the Safeway property.

Hiring security guards is an investment in the City's property and helps to ensure a safe environment for staff and visitors, while minimizing vandalism. Although the City's Police Department is located at City Hall and can be used to respond to vandalism and unwanted visitors, their primary responsibility is to respond to criminal activity in the community. Using police officers in this role takes away an asset the public expects to be available for protection in their neighborhoods, parks and streets.

The Department advertised for and performed an extensive RFP process for security guard services. Ten security firms responded to the RFP. Six out of those ten firms met the selection criteria as set forth in the RFP: experience with similar buildings, overall qualifications and expertise, a quality training program, and price. Once a list of finalists was identified, reference checks and site visits were performed. Fees submitted by the six selected firms were as follows.

	<u>2 Year</u>	<u>4 Year</u>
Olympic	\$235,378	\$466,140
Cyprus	\$251,329	\$488,354
PPC	\$251,808	\$503,616
Andrews	\$258,416	\$531,744
ADD	\$300,739	\$589,801
NW Protection	\$304,033	\$597,324

Olympic Security Services was selected because they have significant experience protecting government buildings; an extensive training program; employ professional, certified staff; and are competitively priced.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately and the contract will be effective January 1, 2014.

OPTIONS

1. Adopt Resolution No. 8647 authorizing execution of a two-year contract with Olympic Security Services, Inc., for security guard services, in an amount not to exceed \$230,762 with the option to renew for an additional two years for a total contact amount of \$466,140, plus taxes if applicable authorizing execution of a two-year contract with a City option for two additional years to Olympic Security Services, Inc., for security guard services for 2014-2015.
2. Do not adopt Resolution No. 8647, and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8647 authorizing execution of a two-year contract with Olympic Security Services, Inc., for security guard services, in an amount not to exceed \$230,762 with the option to renew for an additional two years for a total contact amount of \$466,140, plus taxes if applicable.

MOTION

Move to adopt Resolution No. 8647 authorizing execution of a two-year contract with Olympic Security Services, Inc., for security guard services, in an amount not to exceed \$230,762 with the option to renew for an additional two years for a total contact amount of \$466,140, plus taxes if applicable.

ATTACHMENTS

Resolution No. 8647

AVAILABLE IN COUNCIL OFFICE

Contract for Security Guard Services

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8647

A RESOLUTION authorizing execution of a two-year Contract with Olympic Security Services, Inc., for security guard services, in an amount not to exceed \$230,762 with the option to renew for an additional two years for a total contact amount of \$466,140, plus taxes if applicable.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a two-year contract with Olympic Security Services, Inc., for security guard services, in an amount not to exceed \$230,762 with the option to renew for an additional two years for a total contract amount of \$466,140, plus taxes if applicable, a copy of which contract has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013, and signed in authentication of its passage this _____ day of _____, 2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk