



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2024-3537

Agenda Date: 4/10/2024

Agenda Item No: 4.

FROM: Robert Thompson, General Manager
Originator: Laura Maravilla, Director of Human Resources

SUBJECT:

SERVICE CONTRACT FOR SECURITY SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a General Services Contract for Universal Protection Service LP DBA Allied Universal Security Services (Allied Universal) to provide Security Services, Specification No. S-2023-1429BD, for a total annual amount not to exceed \$2,246,973 for the period beginning June 1, 2024, through May 31, 2025, with four one-year renewal options; and
- B. Approve an annual contingency of \$224,697 (10%) for the contract period and all remaining renewal periods.

BACKGROUND

The Orange County Sanitation District (OC San) utilizes a third-party firm to provide Security Services at both treatment plants, the Headquarters Building, the Mount Langley property, and the outlying pump stations. These services are intended to minimize risk and to protect people, critical infrastructure, and operations against threats of injury and loss or damage by criminal, hostile, or malicious acts.

In October 2019, the Board of Directors approved a one-year contract with Allied Universal for Security Services, with four one-year renewal options. The contract was renewed four times, with the final renewal period set to expire on November 30, 2024. In October 2023, staff initiated the RFP process seeking qualified security firms in anticipation of the expiration of the current contract and expansion of Security Services required for the Headquarters Building.

RELEVANT STANDARDS

- Protect OC San assets
- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

PROBLEM

OC San requires comprehensive physical Security Services to protect its critical infrastructure to ensure the continuous operation and delivery of services to protect public health and the environment. The current contract with Allied Universal expires on November 30, 2024, and there are no additional renewal options.

PROPOSED SOLUTION

Approve a service contract with Allied Universal.

TIMING CONCERNS

The RFP process was initiated in October 2023 and completed in February 2024, resulting in Allied Universal being identified for consideration by the Board of Directors. Proposals are valid for 180 calendar days from the proposal due date of November 28, 2023.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the service contract, Security Services will no longer be available after November 30, 2024, thereby posing a security risk to OC San's critical infrastructure.

PRIOR COMMITTEE/BOARD ACTIONS

October 2019 - Board approved a Service Contract for Allied Universal to provide security services, Specification No. S-2019-1079BD, for a total annual amount not to exceed \$1,588,195 for a one-year period beginning December 1, 2019 through November 30, 2020, with up to four (4) one-year renewals, and approved an annual contingency of \$158,819 (10%).

ADDITIONAL INFORMATION

A RFP was issued on October 26, 2023 via PlanetBids. Proposals were due on November 28, 2023. OC San received 13 proposals valid for 180 calendar days from the bid opening date. Two proposals were deemed non-responsive due to high accident frequency rates.

Prior to receipt of proposals, an Evaluation Team was formed consisting of the Safety and Health Manager, Director of Human Resources, and Security and Emergency Planning Specialist. The Team was chaired by a Purchasing representative as a non-voting member. On December 11, 2023, the Team met to discuss the policies and procedures for the evaluation process.

Individual scoring was the chosen method of evaluation for this procurement. Members of the Team performed an independent review of the proposals and later met as a group with the assigned Purchasing representative to discuss their preliminary scores and discuss any questions/concerns they had. Proposals were evaluated based on the following criteria:

CRITERION	WEIGHT
1. Staffing & Project Organization	20%
2. Qualifications of Firm	20%
3. Work Plan	40%
4. Cost	20%

The Team first reviewed and scored the proposals based upon the criteria listed above, other than cost.

Rank	Proposer	Criterion 1 (Max 20%)	Criterion 2 (Max 20%)	Criterion 3 (Max 40%)	Subtotal Score (Max 80%)
1	Inter-Con Security	19%	19%	36%	74%
2	Allied Universal	17%	18%	36%	71%
3	Securitas Security Services	18%	18%	32%	68%
4	American Global Security	17%	17%	34%	68%
5	Safe Rock	8%	7%	26%	41%
6	Citiguard	9%	11%	19%	39%
7	Lyons Security	11%	11%	17%	39%
8	Alltech	11%	12%	15%	38%
9	Trugard	8%	6%	12%	26%
10	Power Security	8%	8%	9%	25%
11	AEGS Eagle Guard	5%	5%	12%	22%

The four highest ranking firms, Inter-Con Security, Allied Universal, Securitas Security Services, and American Global Security were selected for interviews. The interviews were conducted on January 9 and January 10, 2024. Following the interviews, the Team adjusted their scores based on the clarification received during the interview process.

Rank	Proposer	Criterion 1 (Max 20%)	Criterion 2 (Max 20%)	Criterion 3 (Max 40%)	Subtotal Score (Max 80%)
1	Allied Universal	18%	19%	36%	73%
2	Inter-Con Security	17%	18%	36%	71%
3	Securitas Security Services	18%	19%	34%	71%
4	American Global Security	12%	12%	33%	57%

All proposals were accompanied by a sealed cost proposal. Only the cost proposals for the three highest ranked firm were opened.

Rank	Proposer	Subtotal Score without cost (Max 80%)	Cost (Max 20%)	Total Weighted Score (Max 100%)
1	Allied Universal	73%	20%	93%
2	Inter-Con Security	71%	19%	90%
3	Securitas Security Services	71%	17%	88%

Allied Universal and Inter-Con Security were selected to submit a Best and Final Offer (BAFO). Securitas Security Services was not invited because their original cost proposal was too high.

Rank	Proposer	ORIGINAL COST	BAFO
1	Allied Universal	\$2,261,666.90	\$2,246,972.50
2	Inter-Con Security	\$2,397,028.94	\$2,397,028.94
3	Securitas Security Services	\$2,651,292.00	N/A

Based on these results, staff recommends approving the General Services Contract to Allied Universal. The term of this contract will begin June 1, 2024, through May 31, 2025, with four optional one-year renewals.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of OC San’s Purchasing Ordinance. This item has been budgeted (Fiscal Year 2023-2024, Section 6, Page 20, Professional & Contractual Services) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
04/24/2024	\$2,246,973	\$224,697 (10%)

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- General Services Contract