



# Orange County Sanitation District

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## STEERING COMMITTEE

### Agenda Report

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**File #:** 2019-637

**Agenda Date:** 10/23/2019

**Agenda Item No:** 3.

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**FROM:** James D. Herberg, General Manager  
Originator: Celia Chandler, Director of Human Resources

**SUBJECT:**

#### **CONTRACT SECURITY SERVICES**

#### **GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve 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 renewal options; and
- B. Approve an annual contingency of \$158,819 (10%).

#### **BACKGROUND**

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

In September 2016, the Board of Directors approved a one-year contract with Securitas Security Services, USA for Contract Security Services with four one-year renewal options. The contract has been renewed twice, with the second renewal period set to expire on October 31, 2019. In anticipation of the expiration of the current contract, staff issued a request for proposals (RFP) for prospective security firms in June 2019 and has exercised a portion of the remaining renewal option with Securitas through December 31, 2019.

#### **RELEVANT STANDARDS**

- Protect Orange County Sanitation District assets
- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

**PROBLEM**

The Sanitation District relies on contract security services at all of our properties. The current contract with Securitas Security Services, USA expires on October 31, 2019 and staff has decided not to exercise the final renewal option.

**PROPOSED SOLUTION**

Advertise a RFP to get competitive proposals from prospective security firms and award a contract to the top ranked firm to ensure that the Sanitation District is receiving the required level of security services at a competitive price.

**TIMING CONCERNS**

The existing security services contract period expires on October 31, 2019. In order to have an orderly transition, staff has exercised a portion of the remaining contract renewal options through December 31, 2019. Board approval of the new contract with Allied Universal, with a start date of December 1, 2019, is recommended to ensure sufficient time for mobilization and handover of responsibilities to the new firm.

**RAMIFICATIONS OF NOT TAKING ACTION**

The Sanitation District would need to extend the current contract with Securitas Security Services, USA, as the Sanitation District does not have the personnel or expertise to provide the necessary security services.

**PRIOR COMMITTEE/BOARD ACTIONS**

September 2016 - Board Approved Specification No. S-2016-775BD for a one (1) year plant security services contract with up to four (4) one-year renewals with Securitas Security Services, USA.

**ADDITIONAL INFORMATION**Scope of Security Services:

Contract security guards are primarily responsible for controlling access to Sanitation District facilities. Additionally, security assists in securing property and critical infrastructure, and ensuring the safety of our employees, visitors, and contractors. Access control includes validating employees' access, processing and validating visitors and contractors, and operating and/or monitoring security cameras. Security also reports crimes to law enforcement and reports incidents to Plant Operations and Risk Management for further action and follow up. Consequently, the Sanitation District relies heavily on contract security guards to be the "eyes and ears" while staff focuses on core business and accomplishing the mission.

The new service contract will expand the Scope of Work (SOW) for contracted security services to include one additional armed security officer position at each of the three (3) Sanitation District contractor's gates.

Firm Selection:

The Sanitation District requested and advertised for proposals for Security Services Contract on June 7, 2019. The following evaluation criteria were described in the request for proposals and used to determine the most qualified firm.

CRITERION	WEIGHT
Qualifications of Firm	20%
Staffing and Project Organization	20%
Work Plan	30%
Cost	20%
Presentation	10%

Thirteen (13) proposals were received on July 16, 2019 and evaluated in accordance with the evaluation process set forth in Ordinance No. OCSD-52. On July 3, 2019, the Sanitation District released Addendum #1 (Notice to Proposers) to Appendix A (Scope of Work/Technical Specifications). The Sanitation District provided four (4) separate clarifications and changes to the Scope of Work and provided a written response to ninety-three (93) questions that were submitted by the prospective proposers. The pre-selected evaluation team from the Sanitation District consisted of the following individuals:

Human Resources & Risk Manager  
 Safety & Health Supervisor  
 Chief Plant Operator  
 Security & Emergency Planning Specialist

Evaluation:

The Evaluation criteria, (qualifications, staffing and project organization, and work plan) were used to score and rank the thirteen (13) proposals submitted on July 16, 2019. All proposals were accompanied by a sealed cost proposal, none of which were opened until all proposals were evaluated. The following table indicates the weighted score and rankings among the submitted proposals:

RANK	PROPOSER	WEIGHTED SCORE (Points) & RANKING
1	Allied Universal	590.00
2	Securitas Security Services, USA	518.75
3	Absolute Security International Inc.	506.25
4	Project 7 Security Group	456.25
5	American Guard Services Inc.	422.50
6	Command Security Company	418.75
7	Power Security Group Inc.	360.00
8	Select Patrol Agency Inc.	347.50

9	DSI Security Services	345.00
10	Contact Security Services	342.50
11	Alltech Industries Inc.	341.25
12	Servexo Protective Services	320.00
13	Picore Beristain Initiative Inc.	221.25

Following scoring by the evaluation team, the three (3) highest ranking firms (Allied Universal; Securitas Security Services, USA; and Absolute Security International Inc.) were selected for interviews. The interviews were conducted on August 27, 2019. Following the interview, each member of the evaluation team ranked the firms based on both the proposals and interviews using the evaluation criteria and weighting described above.

In this request for proposal process, cost is a weighted factor and has already been included. This process is different from the professional design services contract where cost is not included. Based on the ranking shown below, Allied Universal was selected as the most qualified firm.

RANK	PROPOSER	WEIGHTED SCORE (Points) & RANKING
1	Allied Universal	854.74
2	Securitas Security Services, USA	778.75
3	Absolute Security International Inc.	704.03

The Sanitation District's current budget for security services is \$1.6 million dollars. The total estimated annual cost for security services submitted by Allied Universal for Specification No. S-2019-1079BD was \$1,588,195. The Sanitation District will see a budget cost savings of approximately \$11,800, which will include the expanded SOW for security services through FY19-20 with up to four (4) one-year renewals.

## CEQA

N/A

## FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This item has been budgeted. (Line item: Section 4, Page 9).

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
10/23/2019	\$1,588,195	\$158,819

## ATTACHMENT

The following attachment(s) may be viewed on-line at the OCS D website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:

- Allied Universal Service Contract