

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of November 10, 2009

ITEM # 15

ITEM TITLE:

Consider Approval of Amendment to Contract with Securitas Security Services USA, Inc. for Weekend Security Services at College of Alameda, Laney College, Merritt College, and the District Administrative Center

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an amendment to the contract with Securitas Security Services USA, Inc. for weekend security services to be provided at College of Alameda, Laney College, Merritt College, and the District Administrative Center, for an eight-month period at an estimated total cost of \$71,680.

ITEM SUMMARY:

Under this amendment, security services will be provided by Securitas on weekends (Saturdays and Sundays) at the College of Alameda, Laney College, Merritt College, and the District Administrative Center. The term of services will be for eight months beginning November 1, 2009 until June 30, 2010, at an estimated monthly cost of \$8,960 and an estimated total cost of \$71,680. Services to be provided under this amendment will include:

- Patrolling services (in clearly marked vehicles) by uniformed officers with check-in points (tour confirmation, or ToCo points) placed in strategic locations throughout each campus to provide maximum visibility and ensure that the officers check every area of the campus during their patrol. They will report any suspicious activity and call for police assistance when needed. (Memorandums of Understanding (MOUs) have been established between the District and the Oakland and Alameda Police Departments.)
- A Mobile Supervisor will be duty to provide break relief for officers, assist with special events, respond to supervisory calls, monitor officers to ensure all is being done in compliance with company policy, and assist with sensitive special mail delivery between the District and Berkeley City College.

BACKGROUND/ANALYSIS:

The original contract with Securitas for security service at Berkeley City College was approved at the Board meeting of July 11, 2007 for a three-year period beginning August 1, 2007, at a total price of \$513,723.24. The Board approved an amendment to the contract at the meeting of September 15, 2009, to provide services at the Berkeley City College Annex Facility, in the estimated amount of \$37,836. Including this amendment, the total contract amount will be \$623,239.24.

Securitas has begun performing weekend security services at the other campuses and the District Administrative Center under an independent contract effective November 1, 2009, when the new contract with the Alameda Sheriff's Office became effective. In

view of the budget crises and the necessity to reduce the cost of security services, Securitas was selected to augment the services provided by the Alameda County Sheriff's Office by providing weekend security service. Provision of these security services by Securitas will continue the commitment of the District to protect life and property and create a safe environment for students, faculty and staff.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an amendment to the contract with Securitas Security Services USA, Inc. for weekend security services to be provided at College of Alameda, Laney College, Merritt College, and the District Administrative Center, for an eight-month period at an estimated total cost of \$71,680.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

District General Funds (70%) and District Parking Fund (30%).

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ No X

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? Yes _____ No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:
Prepared by: Sadiq B. Ikharo Date: 11-4-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:
Sadiq B. Ikharo Date: 11-4-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW
 Finance review required Finance review *not* required
If Finance review is required, determination is: Approved Not Approved
If not approved, please give reason: _____
Signature: Thomas Smith Date: 11.5.09
Thomas Smith
Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):
 Legal review required Legal review *not* required
If Legal review is required, determination is: Approved Not Approved
Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL
 Approved, and Place on Agenda Not Approved, but Place on Agenda
Signature: Elihu Harris Date: 11/4/09
Elihu Harris, Chancellor



Securitas Security Services USA, Inc.

7677 Oakport St.
Oakland, CA. 94621
Tel: (510) 568 - 6818
Fax: (510) 568 - 0289

October 29, 2009

Dr. Sadiq B. Ikharo
Vice Chancellor for General Services
Peralta Community College District
Oakland, CA 94606
sikharo@peralta.edu
Phone: (510) 466 - 7336
Fax: (510) 466 - 7284

Dear Dr. Sadiq B. Ikharo,

Thank you, for the opportunity to provide continuous Security Services at Merritt College, Laney College, and College of Alameda. I appreciate the opportunity to provide 2009/2010 proposal.

Securitas Security Services is the world's largest and best-known supplier of contract security, patrol & inspection, systems integration and investigation services. We provide a broad array of security services and technologies to address the asset protection needs of our clients through 475 offices in the United States. Our current infrastructure of 11 regions, headed by Region Presidents, is currently being benchmarked with other Securitas Security Services countries throughout Europe, with the intention of sharing best practices.

Securitas Security Services is the only security company that can provide a full spectrum of services with a single face to the client. We are not just a vendor (guard company), but a **partner** committed to enhancing the safety, security and success of our clients on a national and global scale. We want to be your single source provider—to give you “one stop shopping” for your security needs.

I shall contact you in a few days to answer any questions you may have. Thank you for the partnership with Securitas Security Services for Peralta College District security needs.

Sincerely,

Aristotle Alvarez
East Bay Branch Manager
510-715-7407

By receipt of this document, receiver agrees to keep all information contained herein strictly confidential, and furthermore agrees to use the information strictly for the purpose of evaluating Securitas Security Services, USA Inc.

During their shifts all officers will perform a Toco patrol throughout the entire campus. Toco points will be placed in strategic locations throughout the campus to provide maximum visibility and ensure that the officers check every area of the campus during his/her patrol. Officers as well as the Peralta Sheriff's dispatcher will be provided a Nextel so that the officers can receive calls from the dispatcher, faculty and students. While on patrol officers will check areas that are not being used to ensure doors are locked and that no unauthorized persons are on the property at any time. Additionally they will report any suspicious activity and call for police assistance when needed.

Officers will need to obtain a current "use of facilities list" for each campus so that they have knowledge of what special events are taking place on campus during the weekend (i.e., sporting events, special meetings, weekend classes and farmers markets). This will allow officers to check on these areas more often to provide maximum visibility. During the swing shift Officers will ensure that the school is properly locked down and be visible in the parking areas to provide visual deterrent to any persons looking to damage property or harm persons. Officers will also provide escorts to those who request them and call for police assistance when needed.

We also would like to have a Mobile Supervisor on duty during both shifts that will use a company vehicle. While on duty the Mobile Supervisor will go to all campuses providing break relief for officers, assist with special events, respond to supervisory calls and inspect officers to ensure all is being done in compliance with company policy.

The main focus of the security operation will be to protect property, life and to provide safety while enforcing campus policies. The security operation will also create a safe environment for students and faculty, and we also ensure to provide documentation of any incidents that take place while security is on duty.

PRICING Plan D Final

The proposed security officer billing rates, equipment and estimated costs for services are as follows:

Security Officer		\$20.00	112	32	3,584	\$71,680.00
Estimated Cost for 8 months						\$71,680.00
Monthly Cost						\$8,960.00

Note: Cost may vary depending on the actual hours per day, any additional coverage requested by the client.

1. **OFFICER WAGES:** Included in the bill rate. Wage rates are based on market conditions for officers in this area with the skills and abilities required to work at Merritt College, Laney College, and College of Alameda.
2. **STATUTORY PAYROLL COSTS:** Included in the bill rate. These include State and federally mandated taxes that are paid on all employees.
3. **GENERAL LIABILITY & WORKERS' COMPENSATION:** Included in the billing rate.
4. **TRAINING COSTS:** Included in the bill rate. In addition to 40 hours of classroom training at the time of hire, all officers are trained 4 hours on the job before being scheduled to work at Laney, College of Alameda and Merritt College. Our training include state mandated training, client required training and on going instructor led and online training. In addition, Securitas offers online advance certification training at free of cost to the officers.
5. **UNIFORMS:** Included in the bill rate. All security officers are provided Securitas standard uniform at free of charge.
6. **BACKGROUND INVESTIGATIONS & DRUG TESTING:** Included in the bill rate. Securitas Security Services places great emphasis on officer selection. To that end, a background investigation, more stringent than the law requires, is performed on every applicant. Each background consists of the following:
 - ◆ Stanton® Integrity Test
 - ◆ Drug Testing
 - ◆ Social Security Number Trace
 - ◆ Former Employment Verification
 - ◆ Criminal Record Check
7. **VACATIONS:** Included in the bill rate. All security officers are paid 40 hrs of vacation after 1 year of employment, 80 hours of vacation after 3 years of employment, 120 hours of vacation after 6 years of employment and 160 hours vacation after 15 years of employment.

8. **LIFE INSURANCE:** Included in the bill rate. Securitas Security Services provides a minimum of \$5,000 life insurance to all officers. This benefit supplements any other insurance an employee may have.

9. **MEDICAL BENEFITS:** Included in the bill rate. All full-time employees (32 or more hours per week) shall be eligible for participation in Securitas medical benefit after completion of 90 days of assignment to Apple Hill. Medical plans offered by Securitas are best in the industry.

10. **SECURITAS SECURITY SERVICES PROVIDED EQUIPMENT:** Included in the bill rate. All standard equipment: flashlights, batteries, rain/winter gear, logs, reports, and general office supplies are provided.

11. **OVERTIME:** Included in the bill rate. Overtime is paid @ 1.5 times the standard wage rate.

12. **HOLIDAYS:** Included in the bill rate. All officers working during holidays are paid @1.5 of the standard wage rate.

◆ New Year's Day

◆ Martin Luther King Jr. Day

◆ President's Day

◆ Memorial Day

◆ Independence Day

◆ Labor Day

◆ Thanksgiving Day

◆ Christmas Day