

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 11, 2012

ITEM #

ITEM TITLE:

Consider *Ratification* of Agreements for District-Wide Security Services with Securitas Security Services USA, Inc. and American Guard Services

SPECIFIC BOARD ACTION REQUESTED:

Ratification is requested for the District to enter into the following two agreements for District-wide security services:

- Agreement with Securitas Security Services USA, Inc. (Securitas) for Berkeley City College in a not-to-exceed amount of \$152,672.00 for the period from October 1, 2012 to June 30, 2013
- Agreement with American Guard Services for College of Alameda, Laney College, Merritt College and the District Administrative Center in a not-to-exceed amount of \$169,487.56 for the period from October 1, 2012 to June 30, 2013

ITEM SUMMARY:

A formal request for proposals (RFP No. 11-12/16) for District-Wide Security Services was issued, and proposals were due June 20, 2012. Proposals were received from six vendors. Interviews were conducted between July 11 and July 17, 2012, by a committee of five representatives from the District Administrative Center (DAC) and other colleges, with the following results:

SUMMARY OF EVALUATORS SCORES

District-Wide Security Services

INTERVIEWS

Interviews Conducted on July 11 - July 17, 2012

	Evaluators					Total	Average
	SS	JP	AT	MM	CN		
American Security Management	55	50	51	60	51	267	53.40
Guard Enforcement	45	65	62	68	55	295	59.00
ABC Security Services, Inc.	90	90	90	77	74	421	84.20
ANI Security	85	90	90	87	86	438	87.60
American Guard Services	95	95	95	80	75	440	88.00
Securitas	95	93	95	81	81	445	89.00

The highest scores were received by Securitas Security Services USA, Inc. (Securitas) and American Guard Services. Securitas has performed security services at Berkeley City College since 2007. In November 2009, Securitas began providing security services on weekends and holidays at College of Alameda, Laney College, Merritt College and the District Administrative Center. In an effort to safeguard life and property, the administration is augmenting Peralta's police services with trained security guards to minimize the cost of security.

The performance of Securitas at Berkeley City College has been outstanding. Securitas staff assigned to work at Berkeley City College also did very well in the evaluation. Based on the interview results and performance evaluation, it is recommended that the District enter into an agreement with Securitas for security services at Berkeley City College.

However, Securitas' performance at the other colleges was rated as deficient and less than ideal. As a result, the administration is recommending American Guard Services to provide security on weekends and holidays for College of Alameda, Laney College, Merritt College and the DAC.

The estimated costs for Securitas and American Guard Services are broken down as follows:

AMERICAN GUARD SERVICES

BREAKDOWN FOR LANEY, MERRITT, COLLEGE OF ALAMEDA & DISTRICT ADMINISTRATIVE CENTER ONLY

	2013			2014			2015		
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015			
Standard Coverage (PER MONTH)									
Security Officer	\$ 4,915.20	\$ 4,915.20	\$ 4,915.20	\$ 5,063.68	\$ 5,063.68	\$ 5,063.68	\$ 5,063.68	\$ 5,063.68	\$ 5,063.68
Security Officer (Annex)	\$ 5,529.60	\$ 5,529.60	\$ 5,529.60	\$ 5,696.64	\$ 5,696.64	\$ 5,696.64	\$ 5,696.64	\$ 5,696.64	\$ 5,696.64
Site Supervisor	\$ 7,522.44	\$ 7,522.24	\$ 7,522.24	\$ 7,747.52	\$ 7,747.52	\$ 7,747.52	\$ 7,747.52	\$ 7,747.52	\$ 7,747.52
Subtotal - Standard Coverage (MONTHLY)	\$ 17,967.24	\$ 17,967.04	\$ 17,967.04	\$ 18,507.84	\$ 18,507.84	\$ 18,507.84	\$ 18,507.84	\$ 18,507.84	\$ 18,507.84
Holiday Coverage (PER YEAR)									
Security Officer	\$ 3,686.40	\$ 3,686.40	\$ 3,686.40	\$ 3,796.48	\$ 3,796.48	\$ 3,796.48	\$ 3,796.48	\$ 3,796.48	\$ 3,796.48
Security Supervisor	\$ 4,096.00	\$ 4,096.00	\$ 4,096.00	\$ 4,226.56	\$ 4,226.56	\$ 4,226.56	\$ 4,226.56	\$ 4,226.56	\$ 4,226.56
Subtotal - Holiday Costs (YEARLY)	\$ 7,782.40	\$ 7,782.40	\$ 7,782.40	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04
Yearly Cost for Standard Coverage	\$ 161,705.16	\$ 215,604.48	\$ 215,604.48	\$ 222,094.08	\$ 222,094.08	\$ 222,094.08	\$ 222,094.08	\$ 222,094.08	\$ 222,094.08
Yearly Cost for Holiday Coverage	\$ 7,782.40	\$ 7,782.40	\$ 7,782.40	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04	\$ 8,023.04
Total Yearly Costs for Laney, Merritt & COA	\$ 169,487.56	\$ 223,386.88	\$ 223,386.88	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12

SECURITAS SECURITY INC.

BREAKDOWN FOR BERKELEY CITY COLLEGE ONLY

	2013			2014			2015		
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015			
Standard Coverage (PER MONTH)									
Security Officer	\$ 9,525.00	\$ 9,811.20	\$ 9,811.20	\$ 10,103.20	\$ 10,103.20	\$ 10,103.20	\$ 10,103.20	\$ 10,103.20	\$ 10,103.20
Security Officer (Annex)	\$ 4,175.50	\$ 4,301.00	\$ 4,301.00	\$ 4,429.00	\$ 4,429.00	\$ 4,429.00	\$ 4,429.00	\$ 4,429.00	\$ 4,429.00
Site Supervisor	\$ 3,134.50	\$ 3,229.00	\$ 3,229.00	\$ 3,326.50	\$ 3,326.50	\$ 3,326.50	\$ 3,326.50	\$ 3,326.50	\$ 3,326.50
Subtotal - Standard Coverage (MONTHLY)	\$ 16,835.00	\$ 17,341.20	\$ 17,341.20	\$ 17,858.70	\$ 17,858.70	\$ 17,858.70	\$ 17,858.70	\$ 17,858.70	\$ 17,858.70
Holiday Coverage (PER YEAR)									
Security Officer	\$ 922.60	\$ 958.00	\$ 958.00	\$ 986.00	\$ 986.00	\$ 986.00	\$ 986.00	\$ 986.00	\$ 986.00
Security Supervisor	\$ 235.00	\$ 242.20	\$ 242.20	\$ 249.50	\$ 249.50	\$ 249.50	\$ 249.50	\$ 249.50	\$ 249.50
Subtotal - Holiday Costs (YEARLY)	\$ 1,157.60	\$ 1,200.20	\$ 1,200.20	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50
Total Yearly Cost for Standard Coverage:	\$ 151,515.00	\$ 208,094.40	\$ 208,094.40	\$ 214,304.40	\$ 214,304.40	\$ 214,304.40	\$ 214,304.40	\$ 214,304.40	\$ 214,304.40
Total Yearly Cost for Holiday Coverage:	\$ 1,157.60	\$ 1,200.20	\$ 1,200.20	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50
Total Yearly Costs for BCC:	\$ 152,672.60	\$ 209,294.60	\$ 209,294.60	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90

TOTAL ESTIMATED COSTS FOR SECURITY GUARD SERVICES, DISTRICT-WIDE

	2013			2014			2015		
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015			
College of Alameda, Laney, Merritt & District Admin Ctr.	\$ 169,487.56	\$ 223,386.88	\$ 223,386.88	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12
Berkeley City College	\$ 152,672.60	\$ 209,294.60	\$ 209,294.60	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90
GRAND TOTAL:	\$ 322,160.16	\$ 432,681.48	\$ 432,681.48	\$ 445,657.02	\$ 445,657.02	\$ 445,657.02	\$ 445,657.02	\$ 445,657.02	\$ 445,657.02

TOTAL ESTIMATED COSTS FOR SECURITY GUARD SERVICES, DISTRICT-WIDE

	2013	2014	2015
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015
College of Alameda, Laney, Merritt & District Admin Ctr.	\$ 169,487.56	\$ 223,386.88	\$ 230,117.12
Berkeley City College	\$ 152,672.60	\$ 209,294.60	\$ 215,539.90
GRAND TOTAL:	\$ 322,160.16	\$ 432,681.48	\$ 445,657.02

Each initial agreement will be effective for the period of October 1, 2012 to June 30, 2013, with a provision for two additional annual renewals at the rates identified. The renewals will be contingent upon favorable performance evaluations. This will give the District the opportunity to terminate services if the vendors are not performing satisfactorily.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

District General Funds

BACKGROUND/ANALYSIS:

The agreement with Securitas for District-Wide security services ended June 30, 2012, and Securitas has been performing security services on a month-to-month basis since July 1, 2012. The Chancellor's approval, as permitted under the Chancellor Authorization to Sign (Resolution 99/00-5), to negotiate the new agreements during the Board recess was requested to allow the administration to send the required thirty-day notification to the existing vendor, Securitas, by September 1, 2012. Board ratification of the agreements is now requested.

DELIVERABLES/SCOPE OF WORK:

Full security services for Berkeley City College and security services on weekends and holidays at College of Alameda, Laney College, Merritt College and the District Administrative Center.

ANTICIPATED COMPLETION DATE:

The initial term of the agreements will be from October 1, 2012 through June 30, 2013. The contracts will include provisions for two additional annual renewals at the rates identified. The renewals will be contingent upon favorable performance evaluations.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Ratification is recommended for the District to enter into the following two agreements for District-wide security services:

- Agreement with Securitas Security Services USA, Inc. (Securitas) for Berkeley City College in a not-to-exceed amount of \$152,672.00 for the period from October 1, 2012 to June 30, 2013
- Agreement with American Guard Services for College of Alameda, Laney College, Merritt College and the District Administrative Center in a not-to-exceed amount of \$169,487.56 for the period from October 1, 2012 to June 30, 2013

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

Yes _____ No X

COMMENTS:

No additional comments.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

Vice Chancellor Ikhara

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: August 30, 2012
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: August 30, 2012
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: Ronald Gerhard Date: _____
Ronald Gerhard, Vice Chancellor of Finance

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: Thuy Thi Nguyen Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: José M. Ortiz Date: _____
José M. Ortiz, Chancellor

Professional Services

PROFESSIONAL SERVICES PERFORMANCE EVALUATION FORM

To be completed by College President and Business Manager for consideration of contract renewal.

Location District BCC COA Laney Merritt

Vendor SECURITAS SECURITY SERVICES USA, INC Contract: Agreement for Services
 Vendor Number 724993 Date: August 29, 2012

CONTRACT INFORMATION

Contract Title	Renewal of Security Services Agreement (BCC, BCC Annex Only)
Funding	General Fund
Term of Performance	July 1, 2012 through June 30, 2012
Vendor's key personnel	Joseph M. Smith, Branch Manager, East Bay

Original contract amount	\$247354
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SCHEDULE & BUDGET – Did vendor meet realistic schedules and was deliverables within budget? Yes No (*Explain*)

PERFORMANCE RATING SCORE

Provide a score for each criteria with 5 being the highest and 1 the lowest.
5 = Outstanding 4 = Great 3 = Good 2 = Improvement Needed 1 = Unacceptable

Work performed in compliance with contract terms, scope of work and Peralta's expectations	4
Deliverables provided, as required	4
Staff availability and accessibility	5
Staff professionalism	5
Customer service	4
Verbal Communication – understood directions and instructions clearly	5
Prompt and effective correction of situations and conditions	5
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	4
TOTAL SCORE:	36

OVERALL PERFORMANCE: Outstanding Great Good
 Improvement Needed Unacceptable



Peralta Community College District, Department of General Services
(510) 466-7346 • sikharo@peralta.edu

Would you recommend this Vendor again? Yes No (Explain)

Deliverables –Contract deliverables were met? Yes No (Explain)

COMMENTS

Please provide on a summary or any unusual circumstances affecting this consultant's performance. (Include extra sheets if, necessary.)

Please provide on overall performance summary. (Include extra sheets if, necessary.)

Administrators at BCC have reported that Securitas Security Services USA, Inc. is doing an excellent job at BCC. The staff are professional and available.

APPROVAL SIGNATURES

1. Vice Chancellor of General Services

X Sadiq B. Ikharo
Signature

8-30-2012
Date

Dr. Sadiq B. Ikharo
Print Name

510 466-7336
Phone

Professional Services

PROFESSIONAL SERVICES PERFORMANCE EVALUATION FORM

To be completed by College President and Business Manager for consideration of contract renewal.

Location District BCC COA Laney Merritt

Vendor SECURITAS SECURITY SERVICES USA, INC
 Vendor Number 724993

Contract: Agreement for Services
 Date: August 29, 2012

CONTRACT INFORMATION

Contract Title	Renewal of Security Services Agreement (Laney, COA, Merritt & DAC)
Funding	General Fund
Term of Performance	July 1, 2012 through June 30, 2012
Vendor's key personnel	Joseph M. Smith, Branch Manager, East Bay

Original contract amount	\$162,328
Amendments (Temporary Graveyard)	\$103,721
Final contract amount	\$266,049

SCHEDULE & BUDGET – Did vendor meet realistic schedules and was deliverables within budget? Yes No (Explain)

On several occasions, at the Merritt Campus, Securitas security guards were not at their assigned locations and in some instances, College Administrators had difficulty locating a Securitas security guard on campus, during incidents when their assistance was required.

It was reported by Police Services that on one occasion at the Laney campus, while a theft occurred on campus, the Securitas security guard on duties was located asleep in their vehicle.

PERFORMANCE RATING SCORE

Provide a score for each criteria with 5 being the highest and 1 the lowest.

5 = Outstanding 4 = Great 3 = Good 2 = Improvement Needed 1 = Unacceptable

Work performed in compliance with contract terms, scope of work and Peralta's expectations	2
Deliverables provided, as required	2
Staff availability and accessibility	2
Staff professionalism	3
Customer service	2
Verbal Communication – understood directions and instructions clearly	2
Prompt and effective correction of situations and conditions	2
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	2
TOTAL SCORE:	17

OVERALL PERFORMANCE: Outstanding Great Good
 Improvement Needed Unacceptable



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Would you recommend this Vendor again? Yes No (Explain)

During several thefts that occurred on the Laney (Building B &G) and Merritt (Bookstore) campuses, Securitas did not provide adequate patrol and communications to ensure that Peralta's property was safeguarded during their shift at these colleges.

Deliverables –Contract deliverables were met? Yes No (Explain)

Due to the constant turnover of Branch Managers at Securitas there was no consistency or continuity of standard operational procedures as each new Branch Manager had to rely on the institutional memory of the District staff.

Required reports to comply with the Clery Act were not provided in a timely manner.

COMMENTS

Please provide on a summary or any unusual circumstances affecting this consultant's performance. (Include extra sheets if, necessary.)

Security services provided by Securitas for Laney, COA, Merritt and the District Administrative Center was deficient and is rated less than idea.

Please provide on overall performance summary. (Include extra sheets if, necessary.)

The Administration was not satisfied with Securitas Security Services, USA, Inc performance at the Laney, COA, Merritt, and District Administration Center and therefore does not recommend that their company continue to provide security services at these locations for the reasons listed above.

APPROVAL SIGNATURES

1. Vice Chancellor of General Services

X Sadiq B. Ikhharo
Signature

Dr. Sadiq B. Ikhharo
Print Name

8-30-2012
Date

510 466-7336
Phone



PERALTA COMMUNITY COLLEGE DISTRICT
Office of General Services



August 29, 2012

MEMORANDUM

TO: Dr. José M. Ortiz, Chancellor

FROM: Dr. Sadiq B. Ikharo, Vice Chancellor of General Services

SBI

SUBJECT: Chancellor's Approval during Board Recess to Enter into Agreements for District-Wide Security Services

Your approval is requested to enter into two agreements for security services with Securitas Security Services USA, Inc. for Berkeley City College and with American Guard Services for College of Alameda, Laney College, Merritt College and the District Administrative Center.

A formal request for proposals (RFP No. 11-12/16) for District-Wide Security Services was issued, and proposals were due June 20, 2012. Proposals were received from six vendors. Interviews were conducted between July 11 and July 17, 2012, by a committee of five representatives from the District Administrative Center (DAC) and other colleges, with the following results:

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District-Wide Security Services

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The performance of Securitas at Berkeley City College has been outstanding. Securitas staff assigned to work at Berkeley City College also did very well in the evaluation. Based on the

The performance of Securitas at Berkeley City College has been outstanding. Securitas staff assigned to work at Berkeley City College also did very well in the evaluation. Based on the interview results and performance evaluation, it is recommended that the District enter into an agreement with Securitas for security services at Berkeley City College.

However, Securitas' performance at the other colleges was rated as deficient and less than ideal. As a result, the administration is recommending American Guard Services to provide security on weekends and holidays for College of Alameda, Laney College, Merritt College and the DAC.

The estimated costs for Securitas and American Guard Services are broken down as follows:

AMERICAN GUARD SERVICES

BREAKDOWN FOR LANEY, MERRITT & COLLEGE OF ALAMEDA ONLY

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Total Yearly Costs for Laney, Merritt & COA	\$ 169,487.56	\$ 223,386.88	\$ 223,386.88	\$ 230,117.12	\$ 230,117.12	\$ 230,117.12

SECURITAS SECURITY INC.

BREAKDOWN FOR BERKELEY CITY COLLEGE ONLY

	2013		2014		2015	
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015	June 30, 2013 to July 1, 2015
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Total Yearly Cost for Holiday Coverage:	\$ 1,157.60	\$ 1,200.20	\$ 1,200.20	\$ 1,235.50	\$ 1,235.50	\$ 1,235.50
Total Yearly Costs for BCC :	\$ 152,672.60	\$ 209,294.60	\$ 209,294.60	\$ 215,539.90	\$ 215,539.90	\$ 215,539.90

TOTAL ESTIMATED COSTS FOR SECURITY GUARD SERVICES, DISTRICT-WIDE

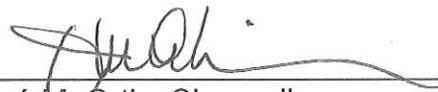
	2013	2014	2015
	October 1, 2012 to June 30, 2013	June 30, 2013 to July 1, 2014	June 30, 2013 to July 1, 2015
College of Alameda, Laney, Merritt & District Admin Ctr.	\$ 169,487.56	\$ 223,386.88	\$ 230,117.12
Berkeley City College	\$ 152,672.60	\$ 209,294.60	\$ 215,539.90
GRAND TOTAL:	\$ 322,160.16	\$ 432,681.48	\$ 445,657.02

Based on the hourly rates and the required services, the agreement for Securitas will be in a not-to-exceed amount of \$152,672.00 for the period from October 1, 2012 to June 30, 2013. The agreement for American Guard Services will be in a not-to-exceed amount of \$169,487.56 for the period from October 1, 2012 to June 30, 2013. Each agreement will be for a three-year period at specified rates, with a provision for annual renewals based on favorable performance evaluations. This will give the District the opportunity to terminate services if the vendors are not performing satisfactorily.

The existing agreement with Securitas ended June 30, 2012, and Securitas is currently performing security services on a month-to-month basis. Although security services under the new agreements will not be effective until October 1, 2012, provisions in the current agreement with Securitas require a thirty-day letter of termination. This letter will need to be sent by September 1, 2012. Your approval, as permitted under the Chancellor Authorization to Sign (Resolution 99/00-5), is therefore requested to notify Securitas of the change to existing services and to negotiate the new agreements with Securitas and American Guard Services. Ratification of this item will be requested at the September 11, 2012 Board of Trustees meeting.

Please sign below indicating your approval, and return this memo to Carol Reil in the Department of General Services.

SBI:cr

Approved:  Date: 8.30.12
 Dr. José M. Ortiz, Chancellor