

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 16, 2013

ITEM TITLE:

Consider Approval to Enter an Agreement for District-Wide Security Services (RFP No. 12-13/19), First Alarm Security & Patrol, Inc. (First Alarm)

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with First Alarm Security & Patrol Inc. for District-Wide Security Services (RFP No. 12-13/19), in the amount not-to-exceed \$568,463.84 (Five hundred sixty eight thousand, four hundred sixty three dollars and 84/100).

ITEM SUMMARY:

As required by Public Contract Codes (PCC), the Administration conducted a competitive Request for Proposal (RFP No. 12-13/19) on April 12, 2013. Proposals were received on May 15, 2013.

A total of ten (10) vendors submitted proposals. A steering committee of college presidents from College of Alameda, Laney College, Merritt College, Berkeley City College and the Vice Chancellor for General Services was set up to review proposals and make recommendation to the Chancellor. In awarding the contract, the steering committee evaluated potential vendors based on a number of factors: references, resources and key personnel, knowledge and experience, response time and maintenance plans, proposed costs and Small Local Business Enterprise (SLBE). Based on these factors, First Alarm received the highest score of 253.5.

The following are the total scores for the ten (10) companies:

EVALUATORS	Vendors					
	CSC	ANI	A1	IBA	OKLYNZ	Allied Barton
College of Alameda and Berkeley City College	N/A	N/A	N/A	N/A	N/A	N/A
	65	42	83	61	32	80
Laney College	75	70	70	40	45	80
Department of General Services	92	89	93	58	66	86
TOTAL	232	201	246	159	143	246

EVALUATORS	Vendors			
	America n Guard	National	First Alarm	Cypress
College of Alameda and Berkeley City College	N/A	N/A	N/A	N/A
Merritt College	72	75	74	82
Laney College	70	85	89	69
Department of General Services	91	89.25	90.5	92.25
TOTAL	233	249.25	253.5	243.25

Pursuant to the Public Contract Code (PCC), the District can award this contract to the bidder whose proposal is determined to be the best value to the District based solely on the criteria set forth in the Request for Proposal. First Alarm's corporate headquarter is located in San Jose, California; the business is a sister company to First Alarm Security Services located in Aptos, California. First Alarm is a sole proprietorship owned by Jarl E. Saal. Today, First Alarm and First Alarm Security & Patrol, Inc., have a team of more than 700 security professionals who help protect homeowners, businesses, school districts, government facilities, and industrial complexes in communities throughout California. The company is located in various cities in California: Oakland, Berkeley, San Jose, Santa Rosa, San Francisco, Santa Cruz, Monterey, Salinas and San Mateo. As a business practice, First Alarm does not have a Collective Bargaining Agreement between the management and their employees.

The term of this contract awarded with First Alarm will be for a three (3) year contract subject to an annual review for performance by the Administration and brought before the Board of Trustees for approval. Fire Alarm provided a proposal worksheet to include the hourly fee charged per each unarmed security officer. The vendor provided a maximum estimated annual costs for each fiscal year as outlined below:

Estimated Annual Costs			
Colleges	Fiscal Year #1 2013-14	Fiscal Year #2 2014-15	Fiscal Year #3 2015-16
Berkeley City College	\$213,134.24	\$215,812.96	\$222,099.86
Berkeley City College Annex	\$79,042.88	\$80,233.16	\$80,233.16
Laney College	\$161,736.96	\$163,579.68	\$168,264.00
Merritt College	\$35,409.92	\$35,942.24	\$36,840.96
College of Alameda	\$35,409.92	\$35,942.24	\$36,840.96
PCCD Roving Supervisor with vehicle	\$43,729.92	\$44,395.52	\$45,510.40
Annual Total Costs:	\$568,463.84	\$575,905.80	\$589,789.34

Billing Rate Proposal Worksheet			
Positions	Fiscal Year #1 2013-14 Bill Rate	Fiscal Year #1 2014-15 Bill Rate	Fiscal Year #1 2015-16 Bill Rate
Security Officer	\$21.28	\$21.60	\$22.14
Site Supervisor	\$24.83	\$25.21	\$25.84
Night-Shift Differential	N/A	N/A	N/A
Roving Supervisor with Vehicle	\$26.28	\$26.68	\$27.35
Overtime	\$29.36	\$29.81	\$30.56
Holiday	\$29.36	\$29.81	\$30.56

First Alarm shall provide comprehensive security services at the District Administrative Center, Laney

College, College of Alameda, Merritt College, and Berkeley City College. Security personnel will patrol the campus at each location unarmed with a two-way communication radio. First Alarm will provide security services on Saturdays, Sundays, and holidays from 7:00 a.m. until 11:00 p.m. at all four (4) campuses, including the District Administrative Center (DAC). They will also provide a “grave yard” shift for services at Laney College from 11:00 p.m. to 7:00 a.m. on a daily basis.

First Alarm will provide equipment and all necessary labor during the time indicated and provide additional security services for special assignments or events as requested. Further, the company will be responsible for maintaining a pool of substitutions and/or reserve of security personnel. This company will furnish all the materials; equipment, labor and supervision needed to fulfill the contract.

Security personnel will be responsible for the following:

- Ensuring main doors are opened and disarmed
- Classrooms are opened as needed
- Provides student / visitor information
- Patrol buildings and provide escort service to parking lot as needed
- Shall wear uniforms provided by the company
- Maintain log and report of all criminal activity to the appropriate law enforcement agencies
- Responsible for providing training in the appropriate response to unsafe conditions, emergency situations and/or criminal activity
- Secure the building in the event of damage and destruction, such as broken windows.
- Provide security services until an administrator/designee arrives to secure property.

Funding Source: General Fund. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds

BACKGROUND/ANALYSIS:

The District had two (2) agreements for District-wide security services. Securitas Security Services USA, Inc. had an agreement with the District for Berkeley City College for a period from November 1, 2012 to June 30, 2013, in a not-to-exceed amount of \$135,838.00. Securitas performed security services at Berkeley City College since 2007. In November 2009, Securitas provided security services on weekends and holidays at College Alameda, Laney College, Merritt College and the District Administrative Center.

American Guard Services had an agreement to provide security services for College of Alameda, Laney College, Merritt College and the District Administrative Center for the period from November 1, 2012 to June 30, 2013. 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 (6) vendors. Interviews were conducted between July 11 and July 17, 2012, by a committee of five (5) representatives from the District Administrative Center (DAC) and other colleges.

Prior to the September 25, 2013 Board of Trustees meeting, staff completed a performance evaluation regarding the contract for Securitas District-wide. They reported the performance of Securitas at Berkeley City College has been outstanding. Based on interview results and performance evaluation, it was recommended that the District enter into an agreement with Securitas for security services at Berkeley City College. However, Securitas' performance at other colleges was rated as less than ideal. As a result, the Administration recommended American Guard Services to provide security on weekends and holidays for College of Alameda, Laney College, Merritt College and the DAC.

DELIVERABLES AND SCOPE OF WORK:

First Alarm Security & Patrol, Inc. will complete and perform the scope of work as outlined under the Item Summary.

ANTICIPATED COMPLETION DATE:

First Alarm Security & Patrol, Inc. will provide District-wide security services for a one-year contract period effective on or around July 1, 2013 through June 30, 2016.

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

The Administration recommends Board approval to enter into an agreement with First Alarm Security & Patrol, Inc. for District-Wide Security Services.

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

YES _____ NO X

COMMENTS:

All Board approved contract subject to final negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikhara

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

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: 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: Ronald Gerhard
Ron Gerhard, 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: Thuy Thi Nguyen
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz
Dr. José M. Ortiz, Chancellor

Peralta Community College District
RFP No. 12-13/19 District-Wide Security Services
Estimate Annual Costs
FISCAL YEAR #1 2013-2014 - \$568,463.84

Berkeley City College (Berkeley, CA) – 183 HPW - Annual Cost: \$213,134.24

QTY POSITION DAY(S) TIME

- 1 Site Supervisor Monday-Friday 7am-3pm (40)
- 1 Officer Monday-Friday 7am-3pm (40)
- 2 Officers Monday-Friday 3pm-11pm (80)
- 2 Officers Saturday 7am-6:30pm (23)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Site Supervisor	0700-1500	40	24.83	\$51,646.40
Security Officer	0700-1500	40	21.28	\$44,262.40
Security Officers (2)	1500-2300	80	21.38	\$88,940.08
Security Officers (2)	0700-1830	23	21.38	\$25,570.48
*Holiday Differential				\$2,714.88
TOTALS		183 HPW		\$213,134.24

Berkeley City College Annex (Berkeley, CA) – 70 HPW – Annual Cost \$79,042.88

QTY POSITION DAY(S) TIME

- 1 Officer Monday-Friday 8am-4pm (40)
- 1 Officer Monday-Friday 4pm-10pm(30)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Security Officer	0800-1600	40	21.28	\$44,262.40
Security Officer	1600-2200	30	21.28	\$33,196.80
*Holiday Differential				\$1,583.68
TOTALS		70 HPW		\$79,042.88

Laney College (Oakland, CA) – 144 HPW – Annual Cost \$161,736.96

QTY POSITION DAY(S) TIME

1 Officer Saturday-Sunday 7am-3pm (16)

1 Officer Saturday-Sunday 3pm-11pm (16)

2 Officers Monday-Sunday 11pm-7am (112)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Security Officer	0700-1500	16	21.28	\$17,704.96
Security Officers	1500-2300	16	21.38	\$17,704.96
Security Officers (2)	2300-0700	112	21.38	\$124,517.12
*Holiday Differential				\$1,809.92
TOTALS		144 HPW		\$161,736.96

Merritt College (Oakland, CA) – 32 HPW – Annual Cost \$35,409.92

QTY POSITION DAY(S) TIME

1 Officer Saturday-Sunday 7am-3pm (16)

1 Officer Saturday-Sunday 3pm-11pm (16)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Security Officer	0700-1500	16	21.28	\$17,704.96
Security Officers	1500-2300	16	21.38	\$17,704.96
*Holiday Differential				\$00.00
TOTALS		32 HPW		\$35,409.92

College of Alameda (Alameda, CA) – 32 HPW – Annual Cost \$35,409.92

QTY POSITION DAY(S) TIME

1 Officer Saturday-Sunday 7am-3pm (16)

1 Officer Saturday-Sunday 3pm-11pm (16)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Security Officer	0700-1500	16	21.28	\$17,704.96
Security Officers	1500-2300	16	21.38	\$17,704.96
*Holiday Differential				\$00.00
TOTALS		32 HPW		\$35,409.92

PCCD Roving Supervisor with vehicle – 32 HPW – Annual Cost \$43,729.92

QTY POSITION DAY(S) TIME

1 Officer Saturday-Sunday 7am-3pm (16)

1 Officer -Sunday 3pm-11pm (16)

Position/Post	Hours of Service	Hours Per Week	Bill Rate/Hour	Annual Costs 2013-2014
Patrol Site Supervisor	0700-1500	16	26.28	\$21,864.96
Patrol Site Supervisor	1500-2300	16	26.28	\$21,864.96
*Holiday Differential				\$00.00
TOTALS		32 HPW		\$43,729.92

**FASP will recognize PCCD (14) Holidays: New Years' Eve; New Years' Day, Dr. Martin Luther King Jr, President's Day; Cesar Chavez Day, Malcom X Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.*