



DATE: March 7, 2023

TO: Mayor and City Council

FROM: Director of Maintenance Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with First Shield Security and Patrol, Inc. to Provide Unarmed Security Services at Various City Locations For a Term of Three Years With Two One-Year Options to Extend in a Contract Amount of \$4,600,900 and a Contingency Amount of \$225,000, for a Total Not-to-Exceed Amount of \$4,825,900

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute a three-year agreement with two one-year options to extend with First Shield Security and Patrol, Inc (First Shield) to provide security services at various City locations in a total not-to-exceed amount of \$4,825,900.

SUMMARY

Contacted security services are utilized at various City-owned locations, specifically at Hayward City Hall, Watkins and Cinema Place Parking Garages, Heritage Plaza, 21st Century Library and Learning Center, Weekes Branch Library, and the Hayward Executive Airport, to protect City property and the property of residents and visitors, monitor access, and support a safe environment both within and surrounding these City facilities. Staff released a request for proposals (RFP) in September 2022 to seek a qualified contractor. Staff recommends awarding the contract to First Shield in a total not-to-exceed amount of \$4,825,900, which includes a \$225,000 contingency budget, and three-year term, as well as two, one-year options to extend.

BACKGROUND AND DISCUSSION

Previously, the City contracted with ABC Security Services from 2009 – 2016 and with National Security Industries from 2016 – 2022. Per the City's purchasing and procurement policies, it is prudent to regularly solicit new bids to receive competitive pricing, compare services, and evaluate knowledge and experience. On September 6, 2022, staff released RFP #2305-090522 to seek a qualified contractor to provide much needed security services. The awarded contract will be for three years with two, one-year extensions. If the City chooses to

exercise the options, the base annual base contract will be subject to a CPI increase each extension. The CPI, usually verified with the U.S. Bureau of Labor Statistics (BLR), will be reported in all reports and/or contract extensions. Additionally, an annual contingency of \$45,000 is necessary to support additional security time related to special events. The table below outlines the expected contract costs by department requiring these services, assuming a 3% CPI.

Staff received and reviewed ten proposals and recommends awarding the contract to First Shield based on their experience, competitive rates, customer service, and performance during the interview process. As an enhancement from the current contract, First Shield will supply golf carts or vehicles for their outdoor-based assignments, which will allow security guards to cover more areas more often, providing a regular presence of on-site security to the public and our employees.

Department	FY24	FY25	FY26	FY27	FY28	5-Year Sum	5-Year Contingency	Contract Total
Maintenance Services	524,160	539,885	556,081	572,764	589,947	2,782,837	125,000	2,907,837
Library	203,840	209,955	216,254	222,741	229,424	1,082,214	50,000	1,132,214
Hayward Executive Airport	138,600	142,758	147,041	151,452	155,996	735,846	50,000	785,846
Total	866,600	892,598	919,376	946,957	975,366	4,600,897	225,000	4,825,897

FISCAL AND ECONOMIC IMPACT

The adopted annual operating budgets for the Maintenance Services Department and Library Department will fund the contract for services provided at each location. The Hayward Executive Airport’s portion of the contract will be funded by the Airport’s Enterprise Fund and will not impact the City’s General Fund.

This item will provide a positive economic impact to the City by sustaining safe environments at various City locations for all residents, visitors, and employees.

STRATEGIC ROADMAP

While this item does not directly support a Strategic Priority, security services will help promote a safe and collaborative work environment at the locations noted previously.

SUSTAINABILITY FEATURES

This item has no direct sustainability features.

PUBLIC CONTACT

The RFP was publicized on the City's website in September 2022. In November 2022, staff invited three bidders to interview.

NEXT STEPS

If Council approves this request, the City Manager will be authorized to execute the agreement with First Shield in a total not-to-exceed amount of \$4,825,900, which includes a \$225,000 contingency, and a three-year term, as well as two one-year options to extend.

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Recommended by: Todd Rullman, Director of Maintenance Services

Approved by:



Kelly McAdoo, City Manager