



CITY OF HAYWARD

Hayward City Hall
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www.Hayward-CA.gov

Cover Memo

File #: CONS 16-077, **Version:** 1

DATE: February 16, 2016

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT

Adoption of Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with National Security Industries to Provide Unarmed Security Services at City Hall, Cinema Place, and Hayward Executive Airport

RECOMMENDATION

That the Council adopts the attached resolution (Attachment I) authorizing the City Manager to negotiate and execute an agreement with National Security Industries to provide security services at City Hall, Cinema Place, and the Hayward Executive Airport.

BACKGROUND AND DISCUSSION

Security services are necessary at City Hall, Cinema Place, and Hayward Executive Airport to protect City property and the property of visitors, provide customer service, and monitor access to City facilities. The City has contracted with ABC Security Services for the provision of unarmed security guards at these facilities since 2009.

In October, staff released a Request for Proposal for Unarmed Security Services. In total, the City received sixteen responses. The Airport Operations Supervisor, Facilities Manager, Maintenance Services Facilities Analyst, and Redevelopment Successor Agency Analyst reviewed, scored, and ranked the proposals. The firms submitting the top three proposals were invited to interview with the review panel at City Hall. The panelists scored and ranked the top three firms, and unanimously selected National Security Industries as the successful bidder. Following this, the City officially notified National Security Industries of their successful proposal.

National Security Industries met all specifications of the RFP, offered competitive rates, has significant experience with both providing security at aviation facilities and providing customer service to people from all walks of life, and performed well in the interview. The firm was determined to best meet the needs of the City by all panelists. National Security Industries has agreed to comply with the City's Living Wage Ordinance and Nuclear Non-Involvement Affirmation.

FISCAL IMPACT

Maintaining current security coverage through National Security Industries will cost the City of Hayward between \$19.17 and \$20.47 an hour for guards paid the wage stipulated by the Living Wage Ordinance. The City will be retaining one current guard at a slightly higher rate. The total annual cost of security services to the City at the current rate will be approximately \$255,000. The current contract with ABC Security costs approximately \$300,000 annually, attributable to changes in the security services market since the City last went out for bids.

Wage increases stipulated by the Living Wage Ordinance will likely increase the cost of services over the life of the agreement. Funds will be drawn from the Maintenance Services Department budget and the property owner of Cinema Place who shares the cost of security services for the Cinema Place parking garage.

The term of the initial contract with National Security Industries is three years, with the option for two one-year continuances.

NEXT STEPS

If the City Council authorizes the City Manager to execute this contract, staff will prepare and execute the necessary documents. National Security Industries will begin providing security services following execution of the contract.

Prepared by: Laurel James, Management Fellow

Recommended by: Kelly McAdoo, Assistant City Manager

Approved by:



Fran David, City Manager

Attachments:

Attachment I
Attachment II

Resolution
Scope of Services