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OFFICE OF THE CITY CLERK
OAKLAND

2013 OCT 10 PM 2:50

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Brooke A. Levin,
Interim Director, PWA

SUBJECT: Security Services Contract

DATE: September 25, 2013

City Administrator
Approval

Deanna Santana

Date

10-8-13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that City Council approve a resolution awarding a security services contract for City facilities for a term period of three years and with satisfactory performance a three year extension option to Cypress Private Security (Cypress) in an amount not-to-exceed two million dollars (\$2,000,000) annually; and to extend the contract on a month-to-month basis upon expiration of the original or extended term until a new request for proposal process is completed.

OUTCOME

Approval of the resolution would allow the City of Oakland to utilize the services of contracted unarmed security guards to provide the security services at Civic Center Complex, specifically at the Frank H. Ogawa Plaza, City Hall, the Dalziel and Lionel J. Wilson Buildings, 7101 Edgewater, 5050 Coliseum, 750 50th Avenue, various branch libraries, senior centers, Malonga Casquelourd Center and other City facilities requiring security services to provide safe access for staff and the public.

BACKGROUND

Cypress has provided security services to the City for the past (2) two years. Cypress guards oversee and monitor City property and ensure the safety of citizens and employees at City facilities. The guards document and report incidents and injuries and communicate and coordinate with Oakland Police Department (OPD), Oakland Fire Department (OFD), Agency/client representatives and building management on security and emergency related issues.

Cypress guards provide information, direction and access to visitors, vendors and City employees. They monitor and ensure safe access to City facilities and provide security coverage and crowd control for special events, protests and during civil unrest.

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Throughout the two (2) year contract period there have been a number of incidents and events that required the review of common practices and the modification of security protocols and post orders to ensure safety and access to public space was afforded to our citizens. Cypress has been able to provide the level of flexibility, support, staffing and timely response necessary to address the City's security issues and concerns.

The selection processes for the Security Contract was conducted in accordance with Oakland Municipal Code (OMC) 2.04.051. The Request for Proposal (RFP) was issued on February 14, 2013, and was publicized according to the standard City process, including electronic notices through iSupplier and advertisements in the Oakland Tribune and San Francisco Chronicle.

A mandatory pre-proposal conference was held and representatives from 11 companies attended the conference. Five (5) companies submitted proposals.

The proposals were reviewed to ensure that each included the required documentation and information specified in the RFP. The RFP packets from the five (5) respondents were all deemed complete and all were invited to take part in the oral interviews.

ANALYSIS

Interviews were conducted on April 26, 2013. Firms competing for the contract were evaluated by a panel of subject-matter experts to determine the most qualified company to fulfill the City's security requirements. The panelist assessed each company's communication, relevant experience, technical expertise, guard qualifications, project knowledge and management qualifications. The interview panel consisted of staff from the Oakland Police Department, the City of Berkeley and the Oakland Public Library.

The final results of the interview process are reflected on the chart below:

Contractor	Average	Ranking
Cypress Security	99.33%	1
First Alarm Security and Patrol	93.83%	2
A-1 Protective Services	93.17%	3
ABC Security Service	80.5%	4
BMT International Security	61.83%	5

Cypress Private Security Company ranked highest of all five participating companies. Their presentation was professionally delivered by key management, administrative and supervisory staff. Cypress Private Security staff articulated their ability to fulfill the required security needs of the City through trained and qualified security personnel.

Cypress guards are trained in fire and life safety procedures, emergency distress response systems and have experience coordinating with emergency responders. They possess training in Closed Circuit Television Systems (CCTV), fire alarms and access management of vendors and visitors. Cypress Private Security's experience and qualifications meet the requirements of the City as outlined in the RFP.

The City Administrator's Office, Contracts and Compliance Unit conducted a compliance review of five (5) proposals in response to the above referenced project. Under the proposed contract with Cypress Private Security the Local Business Enterprise and Small Local Business Enterprise (LBE/SLBE) participation will be 100% which exceeds the City's 50% LBE/SLBE requirement. (*see Attachment A*).

Cypress has over 17 years of experience in securing utility service facilities, municipal facilities, maintenance yards, libraries, senior centers and museums. Following is a current list of contracts that Cypress Private Security holds and the number of security staff provided that are similar in scope to the City of Oakland.

- Stanislaus - City of Modesto, municipal facilities, parking lots and various county agencies, 60 security officers;
- County of Los Angeles - L.A. County, Department of Public Works, various worksites, parking areas and construction projects, 40 security officers;
- EBMUD - 19 Bay Area Sites, 6 in Oakland including the Main Administration Building, Waste Water Treatment Plant and Fleet Yard, 50 guards;
- SF MUNI (San Francisco Municipal Transportation Agency) - Office Building, bus storage facilities, yards, Security Operating Control Center, 80 guards;
- Port of San Francisco - Office, Storage, Piers, Ferry Buildings and Parking Structures, 10 guards; and
- SFMOMA (San Francisco Museum of Modern Art) - Public Museum; 40 guards.

In addition to the above contracts and numerous facilities, Cypress has provided security services to the City of Oakland.

PUBLIC OUTREACH/INTEREST

The City performed a full formal RFP process to solicit proposals from interested security firms. The opportunity was announced in the Oakland Tribune and the San Francisco Chronicle. The City Administrator's Contracts and Compliance unit also invited security contractors that were properly registered with iSupplier to participate in the RFP process. SEIU local 1021 was notified and provided a copy of the RFP.

COORDINATION

Staff coordinated with the Department of Contracting to conduct the RFP process and compliance review, and the City Administrator's Budget Office and the Office of the City Attorney in preparation of this report. Future coordination will occur upon execution of the contract to specify the current security needs of each client / Agency that will utilize the services offered throughout the contract.

COST SUMMARY/IMPLICATIONS

FISCAL IMPACT: Approval of the resolution would authorize the City Administrator to award a three (3) year contract and with satisfactory performance a three (3) year extension option to Cypress Private Security for an amount not-to-exceed two million dollars (\$2 million) annually. The City of Oakland was invoiced \$1.5 million in FY 09-10 for security services, in FY 11-12 the City was invoiced \$1.45 million and in FY 12-13 invoices totaled \$1.43 million. The total amount of this contract is not-to-exceed two million dollars (\$2,000,000) annually.

SOURCE OF FUNDING: Funding for each requesting City Department/Agency is based on the current levels of service and contract rates and is available in the Facilities Services Fund (4400), the Library Services Retention and Enhancement Fund (2241), the General Fund (1010) the Senior Center Fund (7901) and the OBRA Fund (5671).

Each Client/ Agency is responsible for providing funding for coverage that requires changes to the scope of work or additional staffing that exceed the current levels of service.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Cypress Private Security has performed adequately throughout the previous contract term. They are responsive to requests for security support and have met the security requirements of the City. The Consultant Performance Evaluation for Cypress Security LLC, from the current completed security service contract is satisfactory; and is included as **Attachment B**.

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SUSTAINABLE OPPORTUNITIES

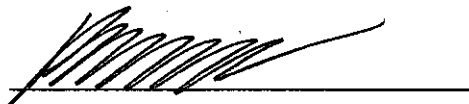
Economic: The selected contractor has been certified as meeting the minimum 20% SLBE requirement. The local economy will benefit from the services provided by the terms of this contract through job opportunities as well as generating business tax revenue.

Environmental: No environmental opportunities are identified in this contract.

Social Equity: The resolution will protect the health and safety of the public and the building occupants by providing safe and secure facilities to visit, conduct official business, participate in various activities and meet with local public officials and City representatives for various issues.

For questions regarding this report, please contact Derin Minor, Building Services Manager, at 238-3998.

Respectfully submitted,



Brooke A. Levin
Interim Director, Public Works Agency

Reviewed by:
Susan Kattchee, Acting Assistant Director
Department of Facilities and Environment

Prepared by:
Derin Minor, Building Services Manager
Department of Facilities and Environment

Attachments: ***A. Compliance Analysis***
B. Consultant Performance Evaluation Form

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October 22, 2013



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Derin Miner

FROM: Deborah Barnes, Manager
Contracts and Compliance *Deborah Barnes*SUBJECT: Compliance Analysis
RFP for Security Guard Services

DATE: March 15, 2013

The City Administrator's Office, Contracts and Compliance Unit conducted a compliance review of five (5) proposals in response to the above referenced project. Below is the outcome of the compliance evaluation for the minimum 50% Local and Small Local Business Enterprise (L/SLBE) participation requirement. Effective February, 2012, the City waived the 25% Small Local Business Enterprise (SLBE) requirement for certified local prime contractors competing for professional services contracts. In addition, firms are reviewed for compliance with the Equal Benefits Ordinance (EBO).

Below are the results of our findings.

Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Credits and Discounts			Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name SLBE/VSLBE/LPG Certified Firms	Original Bid Amount	Total LBE/ SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points			
AI Protective Services, Inc. (LBE)	NA	100%	0%	100%	0%	100%	5 points	0 points	0 pts.	N	
ABC Security Services, Inc. (LBE)	NA	100%	90%	10%	0%	100%	5 points	1.5 points	0 pts.	N	
BMT International Security Service (LBE)	NA	100%	100%	0%	0%	100%	5 points	5 points	0 pts.	Y	
Cypress Security, LLC (LBE)	NA	100%	80%	20%	0%	100%	5 points	0 points	0 pts.	Y	

Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Credits and Discounts			Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name Non-Local and Non-LBE Certified Firms	Original Bid Amount	Total LBE/ SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points			
First Alarm Security & Patrol, Inc. (Non-LBE Certified)	NA	50%	0%	50%	0%	50%	2 points	0 points	0 pts.	N	

Comments: As noted above, all firms met and/or exceeded the minimum 50% L/SLBE participation requirement. ABC Security Services, Inc, BMT International and First Alarm Security & Patrol failed to submit the required information for additional preference points for having an Oakland workforce. BMT International Security Service and Cypress Security are both EBO compliant. All other firms will have to come into compliance prior to contract execution.

City Administrator's Office



CONTRACTS AND COMPLIANCE UNIT

Compliance Division

PROJECT EVALUATION FORM

RE:

RFP Security Guard Services

CONSULTANT/CONTRACTOR: A1 Protective Services, Inc.

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA

<u>Bid discounted amount:</u>	<u>Discount/Preference Points:</u>
N/A	5 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **100.00%**
 - b) % of SLBE participation **0.00%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received) **5 points**

5. Additional Comments.

[Empty box for additional comments]

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

3/15/2014
Date

Reviewing
Officer:

Vincent Jarama

Date: 3/15/2014

Approved By:

Shelley Daramaling

Date: 3/15/2014

LBE/SLBE Participation A1 Protective

Project Name: **RFP Security Guard Services**

Project No.:		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	*VSLBE	Total LBE/SLBE/VSLBE %	Total Percentages	For Packing Only		
									R/R	MBE	WBE
PRIME	A1 Protective Services, Inc.	Oakland	CB	100.00%		100.00%	100.00%	100.00%	AA	100.00%	
Project Totals				100.00%	0.00%	100.00%	100.00%	100.00%			
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. A VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OF 50%	SLBE 25%	*VSLBE	TOTAL LBE/SLBE/VSLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>LBE = Local Business Enterprise</p> <p>SLBE = Small Local Business Enterprise</p> <p>VSLBE = Very Small Local Business Enterprise</p> <p>Total LBE/SLBE/VSLBE = All Certified Local and Small Local Businesses</p> <p>NPLBE = NonProfit Local Business Enterprise</p> <p>NPSLBE = NonProfit Small Local Business Enterprise</p> </div> <div style="width: 45%;"> <p>UB = Uncertified Business</p> <p>CB = Certified Business</p> <p>MBE = Minority Business Enterprise</p> <p>WBE = Women Business Enterprise</p> </div> </div>											

City Administrator's Office



CONTRACTS AND COMPLIANCE UNIT

Compliance Division

PROJECT EVALUATION FORM

RE: RFP Security Guard Services

CONSULTANT/CONTRACTOR: ABC Security Services, Inc.

Engineer's Estimate:
NA

Contractors' Bid Amount
NA

Over/Under
Engineer's Estimate
NA

Bid discounted amount:
N/A

Discount/Preference Points:
5 points

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
- a) % of LBE participation **90.00%**
 - b) % of SLBE participation **10.00%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **YES**
- (If yes, list the points received) **5 points**

5. Additional Comments.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

3/14/2013

Date

Reviewing
Officer:

Date: 3/14/2013

Approved By:

Date: 3/14/2013

LBE/SLBE Participation ABC Security Services, Inc.

Project Name: RFP Security Guard Services

Project No.:		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	*VSLBE	Total		For Tracking Only		
							LBE/SLBE/VSLBE %	Total Percentages	Race	MBE	WBE
PRIME Security at Various City of Oakland Buildings	ABC Security Services, Inc.	Oakland	CB	90.00%			90.00%	90.00%	H		90.00%
	Premier Protection	Oakland	CB		10.00%		10.00%	10.00%	C		
Project Totals				90.00%	10.00%	0.00%	100.00%	100.00%		0.00%	90.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. A VSLBE's participation is double counted toward meeting the requirement.				LBE/25% or 50%	SLBE/25%	*VSLBE	TOTAL LBE/SLBE/VSLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise VSLBE = Very Small Local Business Enterprise Total LBE/SLBE/VSLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise											

City Administrator's Office



CONTRACTS AND COMPLIANCE UNIT

Compliance Division

PROJECT EVALUATION FORM

RE: RFP Security Guard Services

CONSULTANT/CONTRACTOR: BMT International Security Service

Engineer's Estimate:
NA

Contractors' Bid Amount
NA

Over/Under
Engineer's Estimate
NA

Bid discounted amount:
N/A

Discount/Preference Points:
5 points

- 1. Did the 50% local/small local requirement apply: YES
- 2. Did the contractor meet the 50% requirement YES
 - a) % of LBE participation 100.00%
 - b) % of SLBE participation 0.00%
 - c) % of VSLBE participation 0.00%
- 3. Did the contractor receive bid discount/preference points? Yes
(If yes, list the points received) 5 points

5. Additional Comments.

[Empty box for additional comments]

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

3/15/2013
Date

Reviewing
Officer:

Victoria Jordan

Date: 3/15/2013

Approved By:

Shelley Darenburg

Date: 3/15/2013

LBE/SLBE Participation BMT International Security Service

Project Name: RFP Security Guard Services

Project No.:		Engineer's Estimate					Under/Over Engineers Estimate:					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	*VSLBE	Total		FOR PACKING ONLY			
							LBE/SLBE/VSLBE %	Percentages	Ethn	MBE	WBE	
PRIME	BMT International Security Service	Oakland	CB	100.00%			100.00%	100.00%	AA	100.00%		
Project Totals				100.00%	0.00%	0.00%	100.00%	100.00%		100.00%	0.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. A VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OR 50%	SLBE 25%	*VSLBE	TOTAL LBE/SLBE/VSLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed			
Legend				LBE = Local Business Enterprise SLBE = Small Local Business Enterprise VSLBE = Very Small Local Business Enterprise Total LBE/SLBE/VSLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise			UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise					

City Administrator's Office



CONTRACTS AND COMPLIANCE UNIT

Compliance Division

PROJECT EVALUATION FORM

RE: RFP Security Guard Services

CONSULTANT/CONTRACTOR: Cypress Security, LLC		
<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Discount/Preference Points:</u>	
N/A	5 points	

- 1. Did the 50% local/small local requirement apply: YES
- 2. Did the contractor meet the 50% requirement YES
 - a) % of LBE participation 80.00%
 - b) % of SLBE participation 20.00%
 - c) % of VSLBE participation 0.00%
- 3. Did the contractor receive bid discount/preference points? YES
 (If yes, list the points received) 5 points

5. Additional Comments.

[Empty box for additional comments]

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

3/15/2013

Date

Reviewing Officer:

[Signature]

Date: 3/15/2013

Approved By:

Shelley Darenburg

Date: 3/15/2013

LBE/SLBE Participation Cypress Security, LLC

Project Name: RFP Security Guard Services

Project No.:		Engineer's Estimate				Under/Over Engineers Estimate:					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	*VSLBE	Total		Tracking Only		
							LBE/SLBE/VSLBE %	Total Percentages	ETH	MBE	WBE
PRIME Security Services	Cypress Security, LLC	Oakland	CB	80.00%			80.00%	80.00%	C		
	Premier Protective Services	Oakland	CB		20.00%		20.00%	20.00%	C		
Project Totals				80.00%	20.00%	0.00%	100.00%	100.00%		0.00%	0.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. A VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OR 50%	SLBE 25%	*VSLBE	TOTAL LBE/SLBE/VSLBE 50%	Total	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise VSLBE = Very Small Local Business Enterprise Total LBE/SLBE/VSLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business		MBE = Minority Business Enterprise WBE = Women Business Enterprise			

City Administrator's Office
CONTRACTS AND COMPLIANCE UNIT



Compliance Division

PROJECT EVALUATION FORM

RE: RFP Security Guard Services

CONSULTANT/CONTRACTOR: First Alarm Security & Patrol, Inc.
Engineer's Estimate: NA Contractors' Bid Amount NA Over/Under NA

Bid discounted amount: N/A Discount/Preference Points: 2 points

1. Did the 50% local/small local requirement apply: YES
2. Did the contractor meet the 50% requirement YES
- a) % of LBE participation 0.00%
- b) % of SLBE participation 50.00%
- c) % of VSLBE participation 0.00%
3. Did the contractor receive bid discount/preference points? YES
- (If yes, list the points received) 2 points

5. Additional Comments.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.
3/15/2013
Date

Reviewing Officer:

Vincent Jamar

Date: 3/15/2013

Approved By:

Shelley Darenburg

Date: 3/15/2013

LBE/SLBE Participation First Alarm Security & Patrol, Inc.

Project Name: **RFP Security Guard Services**

Project No.:		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	*VSLBE	Total LBE/SLBE/VSLBE %	Total Percentages	For Tracking Only		
									Eth.	MBE	WBE
PRIME Security Guard Services	First Alarm Security & Patrol, Inc. Ani Private Security & Patrol	Oakland Oakland	UB CB		50.00%		50.00%	50.00%	C		
									AA	50.00%	
Project Totals				0.00%	50.00%	0.00%	50.00%	100.00%		50.00%	0.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. A VSLBE's participation is double counted toward meeting the requirement.				LBE 25% or 50%	SLBE 25%	*VSLBE	TOTAL LBE/SLBE/VSLBE 50%	Total	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise VSLBE = Very Small Local Business Enterprise Total LBE/SLBE/VSLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise					



SCHEDULE L
CITY OF OAKLAND
CONSULTANT PERFORMANCE EVALUATION FORM

Consultant Name & Address: Cypress Security

452 Tehema Street, San Francisco, CA 94103

Type of Services/Work Provided: Security Guard Services at various City Facilities Locations

Project Complexity (Standard or Difficult): Standard

Consultant Lead Project Manager: Carl Cunningham

Project Name: Security Service Contract

City Project No: Not applicable

Final Value of Consultant Contract: 4 millions for 2 years with each year not to exceed 2 millions

Duration of Consultant Contract (Start & end dates): 6/1/2011-6/1/2013, currently month-to-month

Final Value of Contract: \$2,876,389.40 (6/1/2011-6/1/2013).

City Construction Resident Engineer (with phone #): not applicable

Date of Evaluation: August 30, 2013

City Project Manager/Evaluator (with phone #): Gregory Johnson (238-6355) – Acting Civic Center Mgr

Reviewed and Approved By (with phone #): Derin Minor (238-3988) – Building Services Manager

Ratings Guidelines:

- *Poor - Work required extensive revisions, included numerous & significant errors; consultant was unable or unwilling to perform consistently, required an inordinate amount of supervision, and/or failed to meet professional standards/project objectives.*
- *Needs to Improve – Performance was marginal; work required more review and included more errors than would normally be anticipated; level of service or expertise below average.*
- *Average – Performance and work were satisfactory; services provided were at least of industry standard; no significant errors or problems; professional service objectives met.*
- *Excellent – Performance was clearly above standard; expectations exceeded; objectives were met with an added level of service and/or with a higher level of professional expertise.*

Consultant Performance Evaluation

Please rate the Consultant on the following topics by checking the appropriate box:

<u>QUESTIONS</u>	<u>Poor</u>	<u>Needs to Improve</u>	<u>Average</u>	<u>Excellent</u>	<u>Not Applicable</u>
1. Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to meet the Project Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Knowledge and Expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Innovation of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Thoroughness of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Quality Control of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to React and Respond to Problems/Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Ability to Maintain to the Project Schedule and to Time Commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Ability to Maintain to the Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Accuracy of Cost Estimating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Constructibility of the Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Quality of Construction Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Accuracy and Timeliness of Billings and other Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Sufficient and Appropriate Staffing of the Project by the Consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Ability to Manage and Coordinate Sub-Consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultant Performance Evaluation

<u>QUESTIONS</u>	<u>Poor</u>	<u>Needs to Improve</u>	<u>Average</u>	<u>Excellent</u>	<u>Not. Applicable</u>
16. Ability and Ease of Communicating with City Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Ability to Communicate with the Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Willingness, Flexibility, and Attitude in Working with the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Ability to Follow City Directives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (attach additional information, as necessary): _____

Note: The Project Coordinator/Manager shall complete this evaluation form for each primary consultant within 60 days upon the completion of an individual project or assignment. Interim evaluations shall also be prepared for projects of a long duration (i.e. over one year) or if the consultant's performance merits notification of any deficiencies.

Information is to be submitted to and kept on file by the PWA Contract Administration Division for five (5) years. A copy of the evaluation shall also be provided to the consultant. These forms may be used, in part, as a reference to evaluate the consultant for future City professional services contracts.

Consultants with an overall evaluation of "Poor" or "Needs to Improve" are given an opportunity to 1) appeal the evaluation to the Assistant Director of Public Works, or his designee, and/or 2) append the evaluation with a one-page statement that explains or refutes the City's finding.

To the extent permitted by law, the City shall treat the evaluations as confidential information.

DRAFT

City Attorney

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

2013 OCT 10 PM 2:10 **RESOLUTION No. _____ C.M.S.**

RESOLUTION AWARDING A SECURITY SERVICES CONTRACT FOR CITY FACILITIES FOR A TERM PERIOD OF THREE YEARS AND WITH SATISFACTORY PERFORMANCE A THREE YEAR EXTENSION OPTION TO CYPRESS PRIVATE SECURITY (CYPRESS) IN AN AMOUNT NOT-TO-EXCEED TWO MILLION DOLLARS (\$2,000,000) ANNUALLY; AND TO EXTEND THE CONTRACT ON A MONTH-TO-MONTH BASIS UPON EXPIRATION OF THE ORIGINAL OR EXTENDED TERM UNTIL A NEW REQUEST FOR PROPOSAL PROCESS IS COMPLETED.

WHEREAS, the City of Oakland has various municipal facilities and properties that require unarmed security personnel to provide security services to protect the public, city personnel, officials and property; and

WHEREAS, these facilities include, but are not limited to, Civic Center Complex, specifically at the Frank H. Ogawa Plaza, City Hall, the Dalziel and Lionel J. Wilson Buildings, 7101 Edgewater, 5050 Coliseum, 750 50th Avenue, various branch libraries, senior centers, Malonga Casquelourd Center and other City facilities requiring security services; and

WHEREAS, the City issued a request for proposals and interviewed all five (5) companies who submitted proposals and the most qualified firm was selected by reviewers to be recommended for the security contract; and

WHEREAS, Cypress ranked number one (1) in the request for proposal process, met the minimum 20% Local Business Enterprise and Small Local Business Enterprise participation requirement and is recommended for the contract to provide security services at all other City sites based on their experience providing security services at government and municipal sites; and

WHEREAS, the City Council finds and determines that the performance of this contract is in the public interest because of economy; and

WHEREAS, funds are available in the Facilities Services Fund (4400), Library Services Retention-Enhancement Fund (2240) and Multipurpose Reserve Fund (1750); and

WHEREAS, the City Council finds and determines that this contract is of a professional, scientific or technical and temporary nature and shall not result in the loss of employment or salary of any person having permanent status in the competitive services; now, therefore, be it

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PUBLIC WORKS CMTE.

OCT 22 2013

RESOLVED: That the City Administrator or designee is hereby authorized to enter in to a three (3) year agreement, with a three (3) year option to extend upon satisfactory performance by the contractor, with Cypress Private Security for security guard services at all City facilities for an amount not to exceed \$2,000,000.00 annually; and be it

FURTHER RESOLVED: That the City Administrator is authorized to extend the contract with Cypress Private Security on a month-to-month basis at expiration of the contract if the City has not yet completed a new request for proposal process and review, until such time as the City completes a new competitive process and awards a new contract; and it be

FURTHER RESOLVED: That the City Administrator or designee is hereby authorized to conduct all negotiations, execute and submit all documents, including but not limited to agreements, amendments, extensions, modifications, payment requests and related actions, which may be necessary for the completion of the aforementioned agreement in accordance with its basic purpose; and be it

FURTHER RESOLVED: That a copy of said agreement will be approved by the Office of the City Attorney for form and legality and a copy will be on file in the Office of the City Clerk

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, KALB, GIBSON-MCELHANEY, KAPLAN, REID, GALLO, SCHAFF and PRESIDENT KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

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PUBLIC WORKS CMTE.