



# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Brooke A. Levin  
Interim Director, PWA

**SUBJECT:** Supplemental Security Services Contract      **DATE:** January 6, 2014

City Administrator  
Approval

Date

1/21/14

**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 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.

## REASON FOR SUPPLEMENTAL

At the Public Works Committee (PWC) meeting on October 22, 2013, staff presented a recommendation to award a security services contract to Cypress Private Security. At that meeting several questions were raised and the PWC requested staff return with additional information. At the December 3, 2013 PWC meeting staff provided a supplemental report with the requested information. During this meeting several new items were discussed and the Committee directed staff to return with further additional information:

- A security action plan for the Frank H. Ogawa Plaza
- Provide information about the specific services the contract will provide
- Allow firms to submit supplemental materials about their Oakland workforce
- Remove the "auto-renewal" language from the recommendation and Resolution

## OUTCOME

Approval of the resolution would authorize the City Administrator to award Cypress Private Security a three (3) year contract for an amount not-to-exceed two million dollars (\$2,000,000) annually and to extend the contract on a month-to-month basis, until a new request for proposal is conducted and a new contract is executed.

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## **BACKGROUND/LEGISLATIVE HISTORY**

The City of Oakland utilizes 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.

The City performed an RFP process to secure a security contract for unarmed guards at City facilities. All of the standard procedures were followed and a recommendation was made.

The selection processes for the Security Contract was conducted in accordance with Oakland Municipal Code (OMC) 2.04.051. The 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) firms 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.

The interviews and selection process was completed on April 26, 2013.

## **ANALYSIS**

At the December 3, 2013 PWC meeting, staff provided a supplemental report and information to the committee in response to questions that were raised at the October 22, 2013 PWC meeting. During the December 3, 2013 meeting several new items were discussed and the committee directed staff to return with the following information:

- A security action plan for the Frank H. Ogawa Plaza
- Provide information about the specific services the contract will provide
- Allow firms to submit supplemental materials about their Oakland workforce
- Remove the "auto-renewal" language from the recommendation

### ***Action Plan for Frank H. Ogawa Plaza***

Staff met with representatives from OPD and the current security contractor at the direction of the PWC to develop a plan for securing the Frank H. Ogawa Plaza. An assessment of the current

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security issues and vulnerability of the plaza was performed and a plan was developed. The specific details of the security plan for the plaza are not included in this report to ensure safety and to preserve integrity of the plan. In general, it will:

- Provide a uniformed presence in the plaza to serve as a deterrent for unwanted or disruptive behaviors.
- Communicate the City's ordinances and plaza rules to the plaza users. Monitor the plaza, engage with individuals and challenge unwanted activities and behaviors.
- Provide assistance to pedestrians and visitors in the form of directions, information and public safety escorts.
- Coordinate with OPD to report crimes or other illicit activity, provide information, statements and evidence to assist with prosecution of violators.

***Scope Of Services To Be Provided Through Contract***

The security contract scope of services requires the contractor to provide uniformed, unarmed guard service as required by the City in order to maintain security of property, the public, patrons and personnel visiting or at buildings, maintenance and storage yards, public libraries, parking lots and other areas requiring security services.

The contractor is responsible for guards that provide building protection, including but not limited to: guarding against theft, fire, pilferage, malicious injury, damage and destruction; reporting violations of fire and safety regulations and making tours of the premises.

Additionally, the contractor is responsible for the guards to screen, engage and interact with visitors, provide directions and information and prevent unauthorized access. The guards report inappropriate behaviors or anyone attempting theft or damage to City property or harm to staff and other visitors. The guards respond to protective alarms, distress alarms, elevator and fire alarms, they summons paramedics and law enforcement in cases of emergencies and provide detailed daily activity logs and reports for all incidents.

By City direction to the contractor, the contractor provides guards for security services for special events, after-hours meetings, community fairs, workshops and other events held by the City.

The contractor will provide additional security guards to secure City assets; this includes modification of shifts and assigning additional guard coverage either on a temporary or long-term basis as requested by the City through the contract manger or designee. The city will communicate the request for additional coverage and work with the contractor to develop the assignment and post orders.

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**Oakland Workforce Compliance Review**

The PWC directed the Contracts and Compliance Division to offer each vendor that submitted a response to the Security RFP a second opportunity to earn credit for verifiable Oakland resident workforce. Firms were again invited to forward the required Schedule E2 along with supporting documents and the firms DE9 to the City validating their Oakland Workforce to have the additional preference points added to the compliance review.

A copy of the original compliance review is included in the Agenda Report dated September 25, 2013. A copy of the full updated compliance analysis report is included as *Attachment A*. The points that each firm received for having a validated Oakland Workforce are reflected in Attachment A and on the table below in the column the second from the right, "Oakland Workforce (revised)":

Table 1

Responsive to EBO and L/SLBE Policies		Column A Proposed Participation					Column B Earned Preference Points				EBO Compliant? Y/N
Company Name and Certification (SLBE/VSLBE /LPG)	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation	Business Years in Oakland	Oakland Workforce (previous)	Oakland Workforce (revised)	
							Points	Points	Previous Points	Points Revised	
AI Protective Services, Inc. (LBE)	NA	100%	0%	100%	0%	100%	5	0	0	1	N
ABC Security Services, Inc. (LBE)	NA	100%	90%	10%	0%	100%	5	1.5	0	2	N
BMT International Security Service (LBE)	NA	100%	100%	0%	0%	100%	5	.5	0	0	Y
Cypress Security, LLC (LBE)	NA	100%	80%	20%	0%	100%	5	0	0	1	Y
First Alarm Security & Patrol Inc. (Non-LBE)	NA	50%	0%	50%	0%	50%	2	0	0	1	N

As noted above in Table 1, Column A (Proposed Participation), four of the five competing vendors earned the maximum number of preference points for local business participation. In Column B (Earned Preference Points) three (3) of the five (5) firms did not earn points for years in Oakland, two earned .5 and 1.5 respectively. Firms earned points according to the self reported information in their certification application. As a result of the updated information submitted validating an Oakland workforce all but one firm earned additional points.

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The compliance review and the review of the RFP submittals were rated pass or fail and all five (5) firms were invited to the next phase of the process. The additional preference points for a validated Oakland work force do not change the final ranking from the interview and selection process.

***Remove The "Auto-Renewal" Language From The Recommendation***

At the request of the PWC the resolution and report have been revised to reflect the removal of the three year extension option.

**PUBLIC OUTREACH/INTEREST**

This item did not require any additional public outreach other than the required posting on the City's website.

**COORDINATION**

The Agenda report and supplemental report was coordinated closely with the City Administrator's Budget Office and Contracts and Compliance Unit and the Office of the City Attorney.

**COST SUMMARY/IMPLICATIONS**

Approval of the resolution would authorize the City Administrator to award a three (3) year contract 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.

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.

**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.

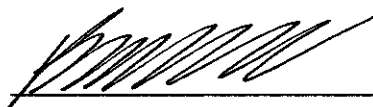
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**Environmental:** No environmental opportunities are identified in this contract.

**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

Prepared by:  
Derin Minor, Building Services Manager

**Attachment A:** Revised Compliance Analysis Report



**INTER OFFICE MEMORANDUM**

**TO:** Derin Minor

**FROM:** Deborah Barnes, Manager  
Contracts and Compliance

**SUBJECT:** Revised Compliance Analysis  
RFP for Security Guard Services

**DATE:** December 30, 2013

The City Administrator's Office, Contracts and Compliance conducted a revised compliance review of the five (5) proposals in response to Council's request concerning the above referenced project. Below is the outcome of the second compliance evaluation for points earned for "Oakland workforce". In addition we have provided for your review "Attachment- A" which is a chronology of the revised process as directed by council. Below are the results of our revised findings.

Responsive to EBO and L/SLBE Policies		Proposed Participation					Earned Preference Points				EBO Compliant? Y/N
Company Name & Certification (SLBE/VSLBE/LPG)	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation	Business Years in Oakland	Oakland Workforce (previous)	Oakland Workforce (revised)	
							Points	Points	Previous Points	Points Revised	
A1 Protective Services, Inc. (LBE)	NA	100%	0%	100%	0%	100%	5	0	0	1	N
ABC Security Services, Inc. (LBE)	NA	100%	90%	10%	0%	100%	5	1.5	0	2	N
BMT International Security Service (LBE)	NA	100%	100%	0%	0%	100%	5	.5	0	0	Y
Cypress Security, LLC (LBE)	NA	100%	80%	20%	0%	100%	5	0	0	1	Y
First Alarm Security & Patrol, Inc. (Non-LBE)	NA	50%	0%	50%	0%	50%	2	0	0	1	N

**Comments:** As noted above, all firms met and/or exceeded the minimum 50% L/SLBE participation requirement and all but one firm earned additional points for having a validated Oakland workforce. Attachment B is a summary of the additional preference points earned for having an Oakland workforce.

Should you have any questions you may contact Vivian Inman at (510) 238-6261.

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**Chronology**  
**Security Guard Services RFP December 23, 2013**

In response to the request put forth by the Public Works Committee, staff conducted a second round of soliciting information to support and validate Oakland workforce data. Steps taken to that end are as follows:

- 12/3/2013 PWA Committee directed Compliance staff to offer each vendor who submitted a response to the Security RFP a second opportunity to earn credit for verifiable Oakland resident workforce. Firms were again invited to forward the required Schedule E2 along with supporting documents and the firm's DE9 to the City by 12/18/2013
- 12/4/2013 Verified existing emails on file. All emails on file were accurate and current. Emails were sent to the five (5) security guard firms that originally submitted proposals for the security guard services RFP. A copy of that email is provided as Attachment A-1.
- 12/4/2013 Phone calls were made as a back up to emails notifying the firms of the PWA Committee's directive to afford firms a second chance to submit documentation.
- 12/5/2013 Certified letters were forwarded to the same five firms. Three of the firms signed the return receipt – Cypress Private Security, ABC Security Services and A1 Protective Services, Inc. We did not receive return receipts from BMT and First Alarm Security & Patrol.
- 12/11/2013 Reminder email sent regarding the submittal of additional information – and a reminder of the due date of 12/18/2013. Follow-up phone calls were also made to ensure receipt.
- 12/18/2013 Deadline for submittal. Received basic workforce information from the five (5) security guard firms and received additional information subsequent to that date. BMT failed to submit the requested DE9 and promised to deliver it the following day. However, the information was not sent to the City. A1 Protective Services also failed to submit the requested DE9. Staff was able to verify at a later date.
- 12/20/2013 A revised analysis was performed. Cypress Security, ABC and First Alarm Security Patrol, Inc. stats were derived from the DE9 submittal and the Schedule E2. The number of Oakland residents was divided by the total number of employees for the percentages, and points awarded accordingly
- 12/23/2013 DE9 received for A1 Protective Services and the Oakland workforce was validated.
- 12/30/2013 Revised compliance analysis performed and memo forwarded to PWA.



A-1

Inman, Vivian

**From:** Inman, Vivian  
**Sent:** Wednesday, December 04, 2013 1:52 PM  
**To:** 'ana@abcsecurityservice.com'; 'ray@abcsecurity.com'; 's.bmtinternational@yahoo.com'; 'tlarkin@firstalarm.com'; 'amurff@a1protectiveservices.com'; 'ccunningham@cypress-security.com'  
**Cc:** Barnes, Deborah; Darensburg, Shelley  
**Subject:** Oakland Workforce Preference Points - Schedule E 2 - Security Guard Services  
**Attachments:** oakland workforce verification 10-13.xlsx

**Tracking:**

Recipient	Delivery	Read
'ana@abcsecurityservice.com'		
'ray@abcsecurity.com'		
's.bmtinternational@yahoo.com'		
'tlarkin@firstalarm.com'		
'amurff@a1protectiveservices.com'		
'ccunningham@cypress-security.com'		
Barnes, Deborah	Delivered: 12/4/2013 1:52 PM	Read: 12/4/2013 4:04 PM
Darensburg, Shelley	Delivered: 12/4/2013 1:52 PM	

*Dear Security Services RFP proposers,*

**On December 3, 2013,** the Public Works Agency (PWA) Committee directed Compliance staff to offer each vendor who submitted a response to the Security RFP a second opportunity to earn credit for a verifiable Oakland resident workforce. Preference Points for an Oakland resident workforce are awarded as follows:

Verifiable Oakland Resident Workforce	
Oakland Workforce	Additional Points
Up to 24%	1.00 pt
25%- 49%	2.00 pts
50% -74%	3.00 pts
75%-99%	4.00 pts
100%	5.00 pts

In response to the PWA Committee's request, we are again asking you to complete the attached Schedule E-2 and attach the appropriate documents validating residency. Appropriate documents include (1) Valid Photo ID of each employee identified as an Oakland Resident; (2) Other proof of residency which may include Utility bills, bank account statements, auto registration, mortgage statements, and/or rental agreements and (3) DE6/DE9 Quarterly Wage & Withholding Reports

If you have an Oakland resident workforce and wish to earn additional preference points please complete the attached Schedule E-2 and return the completed form as well as appropriate documentation to, me at [vinman@oaklandnet.com](mailto:vinman@oaklandnet.com) by **December 18, 2013**. It is also important that all supporting documentation as indicated in Schedule E2 be submitted.

If you do not wish to obtain credit for Oakland residents or you do not have an Oakland resident workforce please provide a written statement in that regard. Finally simply write "NOT APPLICABLE" on your Schedule E-2 and return along with your written statement.

***Your response is very important to us. Please feel free to contact me if you have follow up questions at (510) 238-6261 or [vinman@oaklandnet.com](mailto:vinman@oaklandnet.com).***

Vivian Inman  
Contract Compliance Officer  
City Administrator's Office  
Contracts & Compliance Unit  
250 Frank Ogawa Plaza # 3341  
Oakland, CA 94612  
(510) 238-6261 P.  
(510) 238-3363 F



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**CONTRACTS AND COMPLIANCE**  
**RECALCULATION OF PREFERENCE POINTS FOR OAKLAND RESIDENT WORKFORCE**  
**23-Dec-13**

<b>Co Name</b>	<b>Total # of Employee</b>	<b>Total Oakland</b>	<b>Percentage</b>	<b>Points for Oakland Residents</b>	<b>Notes</b>
A-1 Protective	224	27	12%	1	
ABC Security	241	111	46%	2	DE9 received
BMT International	26	18	69%	0	DE9 received Firm failed to submit the required DE9, therefore no preference points were awarded.
Cypress Security LLC	792	50	6%	1	DE9 received
First Alarm	650	22	3%	1	DE9 received

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**FEB 11 2014**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

**DRAFT**

City Attorney

2014 JAN 30 PM 12:49

**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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**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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