



REPORT

DATE ISSUED: September 16, 2015

REPORT NO: HCR15-079

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of October 9, 2015

SUBJECT: Award of Security Services Contract for Hotel Sandford

COUNCIL DISTRICT: 3

REQUESTED ACTION

Award a one-year contract with four (4) one-year renewal options to Power Security Group Inc. for ongoing security services at the San Diego Housing Commission-owned property, Hotel Sandford.

Contract Term	Funding amount
Year 1 (November 1, 2015 – October 31, 2016)	\$110,000.00
1st Option (November 1, 2016 – October 31, 2017)	\$115,000.00
2nd Option (November 1, 2017 – October 31, 2018)	\$120,000.00
3 rd Option (November 1, 2018 – October 31, 2019)	\$125,000.00
4 th Option (November 1, 2019 – October 31, 2020)	\$130,000.00

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Approve the award of a one-year contract to Power Security Group Inc., in an amount not to exceed \$130,000. The contract term shall be for a one-year period with four (4) one-year renewal options based on the needs of the Housing Commission;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources provided that the total program/project budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission. Funding substitutions will be memorialized in an Informational Report at the next scheduled Housing Commission Board meeting; and
- 3) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

SUMMARY

Hotel Sandford is a 130-unit Single Room Occupancy (SRO) community located at 1301 5th Avenue in Downtown San Diego. The Housing Commission has a need to provide ongoing security services at Hotel Sandford. The security services will be ambassador-style (unarmed, public reception oriented) and will be provided after Hotel Sandford office hours with a one-hour overlap before the office closes, on

weekends and holidays. The security services will be provided Monday through Thursday, from 4 p.m. to 7:30 a.m. and every other Friday, from 3 p.m. to 7:30 a.m. On Fridays when the Hotel Sandford office is closed, security services will be for 24 hours. The primary responsibilities of the security staff will include, but are not limited to, patrolling the interior and exterior of Hotel Sandford, responding to nuisance and disturbance issues, and monitoring surveillance cameras and building access. Interior patrols of the ground-floor retail spaces currently occupied by the commercial tenants are not included in the scope of this contract.

On August 19, 2015, the Housing Commission issued a Request for Proposal (RFP) for ongoing security services at Hotel Sandford. The RFP was posted and made available for download on the Onvia Demandstar website. Advertisements were placed in the San Diego Union-Tribune (formerly U-T San Diego), the San Diego Daily Transcript, La Prensa, and San Diego Voice & Viewpoint. Additional direct outreach efforts were undertaken to ensure the highest participation level as possible. Twenty-six (26) company notifications were sent through the Onvia Demandstar system to registered contractors, five of which were certified as a Disabled Veteran Business Enterprise/Small Business or Section 3 Business Concern. A pre-proposal conference, which included a site walk at Hotel Sandford, was held on September 8, 2015. Personnel from 10 firms attended the conference.

At the RFP closing date on September 16, 2015, 10 proposals were received. Proposals were submitted by A1 Protective Services; Able Patrol & Guard; Bald Eagle Security Services, Inc.; City Wide Protection Services, Inc.; Elite Show Services; Executive Event Services; Nanpor Security Academy & Services; Power Security Group Inc.; RBW Security, Inc.; and Universal Protection Services. All 10 firms were responsive to the requirements of the solicitation. One proposal was received from Kingdom Security, Inc. after the 2:00 p.m. deadline and was returned unopened.

A selection committee subsequently evaluated, scored, and ranked the responses based on the following criteria: cost (40), past performance (20), plan/methodology for providing the services (15), qualifications (15) and availability (10). A copy of the Proposal Evaluation Scoring form is attached to this report (Attachment 1). Power Security Group, Inc. was ranked No. 1 and was the most competitive in their pricing, with an hourly rate of \$15.00, which represents a 9 percent reduction to the Housing Commission's current cost. The final ranking of all respondents is listed in the following table:

Firm	Power Security Group Inc.	RBW Security, Inc.	Able Patrol and Guard	City Wide Protection Services, Inc.	A1 Protective Services
Rank	1	2	3	4	5
Firm	Bald Eagle Security, Inc.	Universal Protection Services, Inc.	Elite Show Services	Executive Event Services	Nanpor Security Academy & Services
Rank	6	7	8	9	10

At this time, Housing Commission staff recommend awarding a contract for ongoing security services at Hotel Sandford to Power Security Group, Inc.

FISCAL CONSIDERATIONS

Approving this action will result in security services for Hotel Sandford at a cost of \$110,000 in the first year of the contract—\$73,333 included in the Fiscal Year 2016 Housing Authority-approved Housing Commission budget, and the remaining \$36,667 will be included in the Fiscal Year 2017 Housing Commission budget.). In the four option years of the proposed contract, the contract price will be calculated as the previous year’s contract price escalated by the Consumer Price Index factor. The proposed funding sources and uses approved by this action in the four option years (Fiscal Years 2017-2020) of the security contract will be budgeted in future fiscal years.

EQUAL OPPORTUNITY/CONTRACTING

Power Security Group Inc. is located in the County of Riverside, with a recently opened office in San Diego. The company has submitted the required Equal Opportunity Contracting forms and Workforce Report.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. This activity is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35(b)(3) and exempt per Section 58.34(a)(3) of Title 24 of the Code of Federal Regulations.

Respectfully submitted,

Jennifer McKinney

Jennifer McKinney
Vice President, Real Estate Operations
Real Estate Department

Approved by,

Deborah N. Ruane

Deborah N. Ruane
Senior Vice President
Real Estate Department

Attachments: 1) Proposal Evaluation Scoring Form

Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.



Evaluation Review Form
Project: Security Services

9/16/2015

CONTRACTOR INFORMATION

Name:

1. Cost (_40_) _____

2. Past Performance (_20_) _____

3. Plan Methodology (_15_) _____

4. Qualifications (_15_) _____

5. Availability (_10_) _____

Please Indicate Strengths and weaknesses for each Section AND Follow the Scoring guide on Page 2.

TOTAL _____

EVALUATOR

Signature

Date

Scoring Guide:

- A. (20 Total Points) Past Performance: The past record of performance providing **Security Services** in a residential environment to public sector and/or large property management firms specifically the quality of the work, and the ability to meet schedules. Please list the point of contact (Name, Title, Phone, and Email) for the last five related contracts. Please indicate whether each respective contract is active.

Excellent 20
Very Good 16
Above Average 12
Average 8
Below Average 4
Poor 0

- B. (15 Total Points) Plan/Methodology for Performing Services: Please describe the plan/methodology to meet the specifications of the RFP as indicated in Section VI Technical Specifications.

Excellent 15
Very Good 12
Above Average 9
Average 6
Below Average 3
Poor 0

- C. (15 Total Points) Qualifications of the Contractor: The qualifications/experience, certifications, and financial capacity of the vendor as represented on STATEMENT OF OFFEROR'S QUALIFICATIONS Page 29, in addition please note, the project team members, including the consultants. Please list the key personnel that will be assigned to this project and a brief biographical background credentials and experience. Include any other information that may highlight qualifications and experience.

Excellent 15
Very Good 12
Above Average 9
Average 6
Below Average 3
Poor 0

- D. (10 total points) Availability of the Contractor: The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting. Include the current and projected workloads that would affect the ability to perform the required work on schedule, and the availability of key personnel to be assigned to the project. Please indicate if you have a local presence within the County.

Excellent 10
Very Good 8
Above Average 6
Average 4
Below Average 2
Poor 0

(40 total points) Cost of Services: Please complete the Bid Form As defined in the Bid Quotation Sheet,

Excellent 40
Very Good 32
Above Average 24
Average 16
Below Average 8
Poor 0