



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: May 1, 2020

HCR20-043

SUBJECT: Amendment Ratification to Contract for Security Services with  
All State Security Services, Inc.

COUNCIL DISTRICT: 3

ORIGINATING DEPARTMENT: Real Estate

CONTACT/PHONE NUMBER: Jennifer McKinney/619-578-7162

#### REQUESTED ACTION:

Approve a ratification amendment to the existing contract with All State Security Services Inc. for security services at Smart Corner to increase the not-to-exceed amount from \$249,487.85 to \$264,594.23 and exercise a contract term extension beginning April, 1, 2020, continuing through April 15, 2020.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- On April 5, 2018, Allstate Security Services, Inc. was awarded a one-year contract with four one-year options for security services at Smart Corner after a competitive process was held in accordance with the Housing Commission's Statement of Procurement Policy. Subsequently, the second of the four one-year options was exercised for the term of April 1, 2019, through March 31, 2020.
- In early March, there was an immediate need to add one additional guard and extend the current contract term through April 15, 2020. These actions increased the existing not-to-exceed contract amount from \$249,487.85 to \$264,594.23, an increase of \$15,106.38.
- The additional guard was necessary to address the need for full-time security on the first floor (which is open to the public) due to recent security-related incidents. The cost of the additional guard for the time period of March 2, 2020 through April 15, 2020 is \$4,711.05. The cost of the contract extension for the time period of April 1, 2020 through April 15, 2020 is \$10,395.33.
- Rather than exercise an additional contract option with Allstate Security Services, Inc., staff determined it would be in the best interest of the Housing Commission to conduct a competitive process for the new term beginning April 16, 2020. The results of this process will be included in a separate report to the Housing Commission Board at a later date for consideration of a contract with a new vendor.
- The funding sources and uses proposed for approval by this action were included in the Housing Authority-approved Fiscal Year 2020 budget.

## REPORT

**DATE ISSUED:** April 23, 2020

**REPORT NO:** HCR20-043

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of May 1, 2020

**SUBJECT:** Amendment Ratification to Contract for Security Services with All State Security Services, Inc.

**COUNCIL DISTRICT:** 3

### **REQUESTED ACTION**

Approve a ratification amendment to the existing contract with All State Security Services Inc. for security services at Smart Corner to increase the not-to-exceed amount from \$249,487.85 to \$264,594.23 and exercise a contract term extension beginning April, 1, 2020, continuing through April 15, 2020.

### **STAFF RECOMMENDATION**

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

- 1) Ratify an amendment to the existing contract with All State Security Services Inc., for security services at the Housing Commission's headquarters, known as Smart Corner, located at 1122 Broadway, San Diego, 92101, to increase the not-to-exceed amount from \$249,487.85 to \$264,594.23 and exercise a contract term extension beginning April, 1, 2020, and continuing through April 15, 2020;
- 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; 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**

On April 5, 2018, Allstate Security Services, Inc. was awarded a one-year contract with four one-year options for security services at Smart Corner after a competitive process was held in accordance with the Housing Commission's Statement of Procurement Policy. Subsequently, the second of the four one-year options was exercised for the term of April 1, 2019, through March 31, 2020.

In early March, there was an immediate need to add one additional guard and extend the current contract term through April 15, 2020. These actions increased the existing not-to-exceed contract amount from \$249,487.85 to \$264,594.23, an increase of \$15,106.38. The additional guard was necessary to address the need for full-time security on the first floor (which is open to the public) due to recent security-related incidents. The additional guard began providing services March 2, 2020 under the existing contract. The cost of the additional guard for the time period of March 2, 2020 through April 15, 2020 is \$4,711.05. The cost of the contract extension for the time period of April 1, 2020 through April 15, 2020 is

April 23, 2020

Amendment to Contract for Security Services with All State Security Services, Inc.

Page 2

\$10,395.33 Staff intended to present this matter to the Housing Commission Board of Commissioners on April 3, 2020; however that meeting was canceled. Therefore, staff is requesting ratification of the amended contract with the additional costs.

Rather than exercise an additional contract option with Allstate Security Services, Inc., staff determined it would be in the best interest of the Housing Commission to conduct a competitive process for the new term beginning April 16, 2020. A Request for Proposals (RFP) was posted on the Housing Commission's PlanetBids website February 4, 2020, with responses due March 3, 2020. The results of this RFP will be included in a separate report to the Housing Commission Board at a later date for consideration of a contract with a new vendor. Staff extended the contract with All-State Security Services, Inc., 15 additional days beyond the existing contract to accommodate a transition period. The existing contract includes terms and conditions that allow for a 90-day contract extension.

### **FISCAL CONSIDERATIONS**

The funding sources and uses proposed for approval by this action were included in the Housing Authority-approved Fiscal Year 2020 budget.

#### **Fiscal year 2020 funding sources:**

Local Unrestricted Funds	\$	264,594
--------------------------	----	---------

#### **Fiscal year 2020 funding uses:**

Property Expenses	\$	264,594
-------------------	----	---------

The contract overrun will be absorbed by savings in other areas of the FY2020 budget.

### **EQUAL OPPORTUNITY/CONTRACTING**

All State Security Services Inc. is a local business certified as a Small Business Enterprise by the State of California Department of General Services.

### **ENVIRONMENTAL REVIEW**

The amendment to this contract is not a project as defined by the California Environmental Quality Act Section 2106 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. Processing under the National Environmental Policy Act is not required as no federal funds are involved in this action.

Respectfully submitted,

Approved by,



Jennifer McKinney  
Vice President, Real Estate Operations  
Real Estate Division Property Management Department

Jeff Davis  
Executive Vice President & Chief of Staff  
San Diego Housing Commission

Docket materials are available in the "Governance & Legislative Affairs" section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org)