



SAN DIEGO  
HOUSING  
COMMISSION

We're About People

# San Diego Housing Commission (SDHC) Ratification of Contract for Security Services Presentation to the SDHC Board of Commissioners July 8, 2022

Colin Miller  
Senior Vice President, Multifamily Finance &  
Property Management  
Real Estate Division



# SDHC – Security Services Contract

## Introduction

- SDHC’s main offices at 1122 Broadway in downtown San Diego
  - Known as “Smart Corner”
  - Five stories of Class A office space over a four-story subterranean parking garage
- Requires unarmed, public reception-oriented security services, 24-hours per day, seven days per week.
- This essential security service has been in place since staff started occupying Smart Corner in 2008.
- February 4, 2020: SDHC issued a Request for Proposals (RFP) for Security Services at Smart Corner in accordance with SDHC’s Procurement Policy.



*SDHC offices  
1122 Broadway  
Downtown San Diego*



# SDHC – Security Services Contract Request for Proposals

Bidder	Ranking
Allied Universal Security Services	1
Allstate Security Services, Inc.	2
Able Patrol & Guard	3
National Eagle Security	4
Security Guards of America	5
America Guard Services, Inc.	6
IGuard Security, LLC	7
Power Security Group	8
ASAP Security	9



# SDHC – Security Services Contract

## COVID-19 Impacts to Operations

- Closing offices and moving staff to remote work environment.
- Computer issuance, moving to virtual meetings, secure Virtual Private Network.
- Developing and adopting property maintenance protocols that involved major process changes.
- Training staff on newly implemented Personal Protective Equipment (PPE) requirements.
- Procuring services typically not required due to modified operations.
- Acquiring PPE and other supplies that were in short supply at that time, including developing an inventory and distribution system.



## SDHC – Security Services Contract COVID-19 Impacts to Operations (Continued)

- Creating, implementing, and informing SDHC residents about a COVID-19 hardship program for SDHC residents experiencing loss of income due to the pandemic.
- Implementing an online rent payment portal.
- Navigating legislative actions related to eviction moratoria (e.g., AB3088, SB91, AB832, and local ordinances).
- Writing a scope of work for a consultant to assess and recommend modifications to the workplace, including PPE requirements, process changes, and policy considerations related to an eventual return to office.
  - Awarding the contract and proceeding with tasks associated with that assessment.



# SDHC – Security Services Contract Solutions

- Process improvement:
  - Staff will ensure that proper Housing Commission Board authority has been received prior to exercising a renewal option by adding this step to the procedural review.
  - Staff will utilize Tableau dashboard that provides a view of contracts and percentage of time used and money used.
- Yardi contract summary reports:
  - Information available from the contract record in Yardi, which provides a view of contract amounts invoiced and remaining.
- Contract routing document set in SharePoint:
  - Procurement Analyst uploads prior contract information to a document set when routing a contract for review. Board approvals are verified during this process.
- Utilization of the Purchase Order Budget report.
  - Automated report alerts staff on a weekly basis when contracts have reached 75 percent and 95 percent threshold of expended capacity.



# SDHC – Security Services Contract

## Staff Recommendations

### **That the SDHC Board of Commissioners take the following actions:**

- 1) Ratify and approve the retroactive award of a one-year contract to Universal Protection Service, LP, doing business as Allied Universal Security Services, in the amount of \$437,796 to provide security services at the Housing Commission’s corporate office building at 1122 Broadway, San Diego 92101, with four one-year options to renew based on SDHC’s needs. The cost for each renewal option is fixed by the contract.
- 2) Authorize the President and Chief Executive Officer (President & CEO), or designee, to substitute the identified contract funding sources with other available funding sources so as long as the total activity budget amount after substitution does not exceed the total approved budget, should the operational need arise or should actions be to the benefit of SDHC and its mission.
- 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 to take such actions as are necessary and/or appropriate to implement these Approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.



# SDHC – Security Services Contract

## Questions & Comments

