

CITY OF SAN ANTONIO  
DEPARTMENT OF ASSET MANAGEMENT  
CITY COUNCIL AGENDA MEMORANDUM

CITY COUNCIL AGENDA  
ITEM NO. 46

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**TO:** Mayor and City Council

**FROM:** Rebecca Waldman, Director, Department of Asset Management

**DATE:** December 15, 2005

**SUBJECT:** Authorization to enter into an agreement with Initial Security to provide security guard services at City facilities

**SUMMARY AND RECOMMENDATION**

This Ordinance approves the selection of, and authorizes the City Manager or her designee, to execute an agreement with Initial Security to provide security guard services at various City facilities for a term to begin on January 1, 2006 and end on September 30, 2010 at an hourly rate of \$13.30 per hour for an approximate annual cost of \$1,570,000 per year.

Staff recommends approval of this Ordinance.

**BACKGROUND INFORMATION**

The City currently utilizes 89,882 hours per year for commissioned security guards, 25,236 hours per year for non-commissioned guards and 2,912 hours per year of commissioned security guards in vehicles at 21 locations across the City. The current contract was awarded to Smith Legacy Security on December 1, 2001 for a 13 month term with three (3) additional one (1) year renewals for the hourly rate of \$12.69 per hour. The last of these renewal periods expires on December 31, 2005. Smith Legacy was recently purchased by Initial Security and has been providing security guard services to the City under the current contract since September 25, 2005.

The Department of Asset Management worked closely with the Contract Services Department to procure these services through a Request for Proposal (RFP) process. An RFP was issued on October 6, 2005 and a well-attended pre-submittal conference was conducted October 21, 2005. The established selection criteria included Experience, Background, Qualifications - 35%; Proposed Plan (includes, but not limited to: training, wages, benefits, etc.) - 30%; Price (Cost to City) - 15%; and Small Business Economic Development Advocacy Program (SBEDA) - 20%. A panel of City staff evaluated and scored eleven (11) submitted proposals and recommends Initial Security for this contract as the highest and most responsive firm. A copy of the scoring matrix summary is attached as Attachment A.

## **POLICY ANALYSIS**

This action will provide for the security of City facilities and the officials, employees and citizens who visit and work in City facilities.

## **FISCAL IMPACT**

The approximate annual cost of this contract is \$1,570,000 per year, based on the number of guard hours requested and provided by the contractor.

## **COORDINATION**

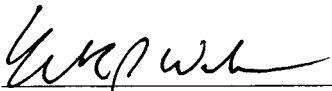
In compliance with City procedures, this request has been coordinated with the City Attorney's Office and the Contract Services Department.

## **SUPPLEMENTARY COMMENTS**

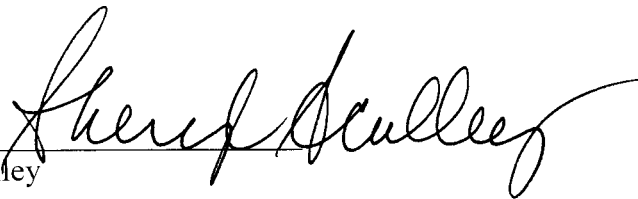
The City of San Antonio Discretionary Contracts Disclosure form, Scoring Matrix Summary and proposed contract are attached.



Rebecca Waldman, Director  
Department of Asset Management



Erik J. Walsh  
Assistant to the City Manager



Sheryl Sculley  
City Manager

**Section C**  
**City of San Antonio**  
**Discretionary Contracts Disclosure**

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)  
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity<sup>1</sup> that is a **party** to the discretionary contract:

Initial Security

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☐ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

Rentokil Initial, PLC – Parent Company

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

**(5) Political Contributions**

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☒ **No contributions made; If contributions made, list below:**

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

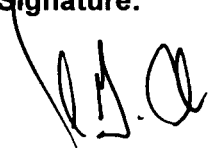
**(6) Disclosures in Proposals**

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question<sup>2</sup> as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ **Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or**

**Party aware of the following facts:**

*This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.*

<b>Signature:</b> 	<b>Title:</b> Regional Sales Director <b>Company or D/B/A:</b>  Initial Security	<b>Date:</b> November 7, 2005
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<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

## Scoring Matrix Summary

<b>Security Guard Services RFP</b>	Allied Barton	Asset Protection & Security Services	AT Systems Security Services	Champion National Security	Heritage Investigations & Security	Idon Security Associates	Initial Security	Pearson & Internat'l RAM Associates	Texas Star Security	Wackenhut Corp.	War Eagle Security
Experience, Background, & Qualifications 35 Points Max	28.20	24.80	25.50	20.68	8.60	17.30	28.30	29.70	16.50	22.80	20.30
Proposed Plan 30 Points Max	24.30	20.60	20.10	14.50	7.80	14.20	26.12	21.80	12.70	19.80	17.60
Price 15 Points Max	11.79	10.97	11.47	14.55	15.00	14.69	14.31	8.49	14.32	12.15	13.72
SBEDA 20 points Max	7.10	0.00	7.35	11.50	11.13	0.00	10.00	10.45	6.00	7.12	18.00
<b>TOTAL</b>	<b>71.39</b>	<b>56.37</b>	<b>64.42</b>	<b>61.23</b>	<b>42.53</b>	<b>46.19</b>	<b>78.73</b>	<b>70.44</b>	<b>49.52</b>	<b>61.87</b>	<b>69.62</b>