



**DATE:** July 1, 2020 Item #11

**TO:** Board of Directors

**FROM:** Marlena Kohler *MK*  
Purchasing Manager/DBE Officer

**SUBJECT:** CONSIDER AWARD OF CONTRACT TO TST PRIVATE SECURITY FOR UNIFORMED SECURITY GUARD SERVICES

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## I. EXECUTIVE SUMMARY

A competitive bid process for Uniformed Security Guard Services began with the issuance of Request for Proposal (RFP) 19-04 on November 27, 2019. The purpose of this RFP was to locate a qualified company to continue the use of uniformed security guards at both of Gold Coast Transit District's locations. These services are for a three (3) year base period and two (2) one-year option periods. The RFP was publicized on our website and on the Public Purchase website. Seven (7) responsive proposals were received. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, TST Private Security received the highest score overall. Their proposal is considered fair and reasonable based on adequate competition.

**It is therefore recommended the Board of Directors authorize award of a contract to TST Private Security for Uniformed Security Guard Services for a three (3) year base period and two (2) one-year option periods for a total not-to-exceed amount of \$1,776,825.60 for all five (5) years.**

## II. BACKGROUND

Staff began the competitive bid process with the issuance of Request for Proposal (RFP) 19-04 for Uniformed Security Guard Services on November 27, 2019. The purpose of the RFP was to locate a security guard company to continue to provide uniformed security guard services for both of Gold Coast Transit District's locations. The current contract expires on July 31, 2020.

The RFP was publicized on the Public Purchase website, where over 300 registered Security companies were notified. Thirty-six (36) companies requested copies of our RFP. Eight (8) proposals were received on the bid due date of February 7, 2020.

### GOLD COAST TRANSIT DISTRICT

One proposal was found to be non-responsive and the other seven (7) were determined to be responsive. An Evaluation Committee, consisting of three (3) GCTD staff members (James Beck, Juan de la Rosa and Margaret Heath-Schoep) evaluated the seven (7) responsive proposals. Separately, each committee member evaluated and scored the proposals, using the evaluation criteria identified in the RFP and listed below with possible points:

- Technical Understanding and Approach (*worth 200 points*)
- Records of Past Performance (*worth 150 points*)
- Qualifications and Experience of Key Personnel (*150 points*)
- Cost (*worth 500 points*)

The overall scoring was as follows, based on a maximum score of 3000:

	<b>Company</b>	<b>Total</b>
1	California Panther Security	2670
2	TST Group Security	2550
3	Power Security Group	2310
4	Servexo Protective Services	2310
5	Alltech Industries	2210
6	American Guard Group	1910
7	DSI Security Services	1710

It is important to note that during the evaluation process, GCTD staff discussed the possibility of decreasing the service hours needed at the 1901 facility within the base period of the new contract. Staff needed to find out if this change would drastically change the proposed cost submitted by each company that responded to the RFP. Therefore, staff requested that all companies submit additional pricing if GCTD elects to decrease hours, within the next 24 months, at the 1901 location from 24 hour to an 8-hour shift.

All companies provided revised contract pricing. None of the companies had any revisions to the proposed hourly rates but all understand that the overall contract amount would be drastically decreased.

As a result of the evaluations, the committee elected to interview the top four (4) qualified companies. The other companies were notified of the results.

The presentations took place on June 10, 2020. Each company was given approximately one (1) hour to present. The overall scores are as follows, based on a maximum score of 45:

Company	Score
TST Group Security	43.0
Servexo Protective Services	40.5
California Panther Security	34.0
Power Security Group	30.5

As a result of the presentations, TST demonstrated a higher understanding of GCTD's requirements and was determined to be the most qualified company.

A responsibility determination was conducted on TST. GCTD confirmed that TST was not listed in the excluded parties list system nor are there any complaints files with the Better Business Bureau. Four (4) credit references were contacted and provided no negative comments. As a result, TST was determined to be a responsible company capable of meeting GCTD's the requirements for this service.

On June 18, 2020, staff requested a Best and Final Offer from TST. Successful negotiations concluded with TST and a price analysis was conducted using the four proposals in the competitive range.

Term	Price Per Location			
	TST	Servexo	CPS	PSG
3 Year Base	\$532,005.12	\$556,416.00	\$527,094.00	\$582,912.00
Option Year 1	\$177,682.56	\$185,472.00	\$189,431.52	\$203,136.00
Option Year 2	\$178,725.12	\$185,472.00	\$209,302.80	\$211,968.00
TOTAL (5 Years)	\$888,412.80	\$927,360.00	\$925,828.32	\$998,016.00

<b>CONTRACT TOTAL – all 5 years and both locations</b>			
TST	Servexo	CPS	PSG
\$1,776,825.60	\$1,854,720.00	\$1,851,656.64	\$1,996,032.00

Based on the proposes pricing submitted by all companies and the experience and knowledge of the members of the Selection Committee, TST's proposed costs are determined to be fair and reasonable and in line with those generally charged in this area for this type of service.

Therefore, TST Private Security is determined to be a responsive, responsible company capable of meeting GCTD's requirements.

### **III. SUMMARY AND RECOMMENDATIONS**

A Request for Proposal was issued, and submissions were evaluated to determine the most highly qualified company to provide continued uniformed security guard services for both of Gold Coast Transit District's location. After an extensive evaluation process, TST Private Security received the highest overall score. TST is considered a responsive, responsible bidder and their proposal is considered fair and reasonable.

**It is therefore recommended the Board of Directors authorize award of a contract to TST Private Security for Uniformed Security Guard Services for a three (3) year base period and two (2) one-year option periods for a total not-to-exceed amount of \$1,776,825.60 for all five (5) years.**

### **GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager