



TO: Board of Contracts and Awards
FROM: ~~22~~ Kurtis D. Kingsolver P.E., Director/City Engineer, Public Works Department 
Justin E. Davis, Facilities Division Manager, Facilities Management
Jeff Paradee, P.E., Operations Manager, Facilities Management
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Chuck Blankenship, Finance/Purchasing
SUBJECT: Tacoma Municipal Complex Uniformed Security Guard Services
Request For Proposals Specification No. PW15-0260F – July 14, 2015
DATE: June 26, 2015

SUMMARY:

The Public Works Department recommends a contract be awarded to PPC Solutions, Inc., Spokane WA, for unarmed, uniformed security guard services for the Tacoma Municipal Complex. The recommendation is for an initial two-year contract term in the amount of \$468,262.50, sales tax not applicable, plus an option for three additional one-year renewal periods, for an aggregate total of \$1,228,361.17. The aggregate total includes market-based price escalation/de-escalation provision that affects overall contract value.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This contract provides a full-time presence on the 1st and 2nd floor lobbies of the Tacoma Municipal Building enhancing customer service for staff and visitors. The contract also provides for roving guard service to the Tacoma Municipal Complex.

BACKGROUND:

This contract will continue to provide unarmed, uniformed security guard services for the Tacoma Municipal Complex and supports the upcoming changes to the Customer Support Center and the Public Access Safety and Security Initiative.

ISSUE: Security services are provided at the Tacoma Municipal Complex to ensure that staff and visitors have a safe, secure, and inviting atmosphere in which to conduct business with the City as stated in the Tacoma Municipal Complex Access Policy 3.05. This contract replaces an expiring contract for Unarmed Security Guard Services at the Tacoma Municipal Complex.

ALTERNATIVES: The alternative to this recommended course of action is to allow the current contract to expire, not implement a replacement contract, and have no guard services at the Municipal Complex. This course of action is not recommended because there will be no means to regulate and issue visitor and temporary badges to walk-in customers seeking City services.



COMPETITIVE SOLICITATION: Request for Proposal Specification No. PW15-0260F was advertised in April 2015 and opened May 12, 2015. Four (4) companies were invited to bid in addition to normal advertising of the project. Eight (8) proposals were received. Of the eight (8) proposals received, seven (7) met the solicitation criteria and were considered responsive. The table below reflects the results of the Selection Advisory Committee.

<u>Respondent</u>	<u>Location</u>	<u>Rank or Score</u>
PPC Solutions, Inc.	Spokane, WA	93.75
Pierce County Security, Inc.	Tacoma, WA	85.70
Security Management Group International, Inc.	Bellevue, WA	80.60
ABM Security Services, Inc.	Tacoma, WA	80.45
Cypress Security LLC	Seattle, WA	80.40
JDR Unlimited, Inc.	Seattle, WA	72.25
Jaguar Security, Inc.	Federal Way, WA	52.95
Securitas Critical Infrastructure Services Inc.	Springfield, VA	Non responsive proposal

CONTRACT HISTORY: New contract

SUSTAINABILITY: In reference to the RFP, the following are a few of the practices in place at PPC Solutions, Inc.:

- PPC Solutions, Inc. used recycled paper for its proposal submission, no binders, tabs, or superfluous materials. Printer toner cartridges are refilled.
- Schedules are provided to client and team members via e-mail.
- Team members can access all schedules and employment information through an online company portal.
- PPC Solutions, Inc. requires direct deposit for payroll eliminating printing and mailing of checks or officers driving to pick up and then cash/deposit checks.
- PPC Solutions, Inc. contributes 50 percent of the cost of bus passes for consistent team members who prefer to commute by bus rather than drive to the site.
- PPC Solutions, Inc. utilizes fuel efficient vehicles, and keeps up to date with maintenance. GPS is utilized to monitor speed and vehicle usage. This maintains a safe efficient fleet.
- PPC Solutions, Inc. utilizes online billing, electronic reporting, shared on-line document resources where possible.

SBE/LEAP COMPLIANCE: No specific SBE/LEAP goals were set for this contract. PPC Solutions, Inc. is certified by the State of Washington Office of Minority and Women’s Business Enterprises No. W2F0020770.



RECOMMENDATION:

The Public Works Department recommends a contract be awarded to PPC Solutions, Inc., Spokane WA, for unarmed, uniformed security guard services for the Tacoma Municipal Complex. The recommendation is for an initial two-year contract term in the amount of \$468,262.50, sales tax not applicable, plus an option for three additional one-year renewal periods, for an aggregate total of \$1,228,361.17. The aggregate total includes market-based price escalation/de-escalation provision that affects overall contract value.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 - PWF Municipal Building Operations	825100	5310100	\$1,156,550.20
Fund 1195 - UDAG CED Special Revenue Fund	852400	5310100	\$71,810.97
TOTAL			\$1,228,361.17

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 - PWF Municipal Building Operations (Rent Revenue)	825100	4347120	\$1,156,550.20
Fund 1195 - UDAG CED Special Revenue Fund	852400	4300000	\$71,810.97
TOTAL			\$1,228,361.17

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$331,685.94

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A