



June 18, 2021

TO: CADA Board of Directors

SUBJECT: **June 25, 2021, Special Board Meeting**
AGENDA ITEM 11
FY 2021-2022 SECURITY PATROL SERVICE CONTRACT EXTENSION

CONTACT: Merri Stutes, Resident Services Manager
Tara Gandara, Contracts & Office Manager

RECOMMENDED ACTION:

Staff recommends that the Board adopt a resolution extending the FY 2017-2018 Security Services Contract with Lyons Security Service, Inc. for an amount not to exceed \$130,000.

BACKGROUND

In FY 2017-2018, Lyons Security was selected through a formal bid process to provide security patrol services. The terms of the contract allow for four (4) one-year contract extensions, with annual increases in rates capped at 5% per year from the previous year based on the U.S. Department of Labor Statistics Consumer Price Index (CPI) for fuel costs. To extend the contract, CADA must give notice to the contractor at least ninety (90) calendar days prior to expiration and the contractor must provide written acceptance within ten (10) calendar days.

Per the scope of work, the evening patrol hours are from 8:00 p.m. to 8:00 a.m.

In April, CADA notified Lyons Security of its CADA's desire to extend the contract and Lyons responded that it was prepared to accept this extension with a 5% rate increase for FY 2021-2022.

ANALYSIS

Under the terms of the proposed contract, the fees Lyons Security Service will charge for providing the following services in FY 2021 -2022 are as follows:

	2020-2021	2021-2022
Regular Service		
Monthly Evening Patrol (1 car, 7 days/week) \$7,894.91 x 12 months	\$109,394.31	\$114,864.03
Weekend Daytime Service \$1,849.30 x 4 months (summer months)	\$8,563.18	\$8,991.34
Total Regular Service	\$117,957.50	\$123,855.38

<u>Fees for additional services (as requested)</u>	2020-2021	2021-2022
2 Guards in 2 marked vehicles for Evening Patrol	\$18,232.39/month	\$19,144.01/month
Additional Guards or Expanded Hours of Service	\$28.94/hour	\$30.39/hour

POLICY ISSUES

This contract comes before the Board for approval because the proposed contract amount exceeds the Executive Director’s \$50,000 contract approval authority.

STRATEGIC PLAN

This action supports the achievement of CADA’s goals to create a sustainable neighborhood and be a leader in urban properties management.

FISCAL IMPACTS

The proposed not-to-exceed contract amount of \$130,000 reflects a \$15,000 increase to allow for the proposed rate increase. This increase is to provide funds that would cover both the regular service and an allowance for additional services that may be requested during the year. This allowance is typically used for standing guard services when a short-term need for additional security at a CADA managed property is required. The amount of \$130,000 has been incorporated into the FY 2021-2022 Operating Budget proposed for adoption at this meeting.

ENVIRONMENTAL REVIEW

Not applicable. This is an administrative action and is not a project subject to the guidelines of the California Environmental Quality Act (CEQA).

CONTRACT AWARD CONSIDERATIONS

Lyons Security Services, Inc. was selected through a formal competitive bid process for the 2017-2018 fiscal year. CADA’s outreach advertising program was utilized in the advertisement of this bid package. The contract allows for four (4) one (1) year contract extensions, with annual increases in rates capped at 5% per year. FY 2021-2022 is the final year Lyon can provide security services under its contract, so CADA will need to issue a new request for proposals later this fiscal year.

RESOLUTION NO. 21-26

Adopted by the Capitol Area Development Authority

June 25, 2021

**RESOLUTION EXTENDING THE
FY SECURITY PATROL SERVICES CONTRACT
TO LYONS SECURITY SERVICE, INC.**

BE IT RESOLVED by the Capitol Area Development Authority that:

The Executive Director is hereby authorized on behalf of the Authority to enter into a Security Patrol Services Contract for one (1) year with Lyons Security Services, Inc.

The total compensation payable under the contract shall not exceed the funds budgeted in the FY 2021-2022 General Fund Budget for Security Patrol Services, which total One Hundred Thirty Thousand Dollars (\$130,000).

Ann Bailey, Chair

ATTEST:

Jill Azevedo
Acting Secretary to the Board of Directors