

June 20, 2022

TO: CADA Board of Directors

SUBJECT: **June 24, 2022, Board Meeting**
AGENDA ITEM 12
FY 2022-2023 SECURITY PATROL SERVICE CONTRACT

CONTACT: Merri Stutes, Resident Services Manager
Tara Gandara, Contracts and Office Manager/Board Secretary

RECOMMENDED ACTION:

Staff recommends that the Board, by resolution, award the FY 2022-2023 Security Patrol Service Contract to Lyons Security in an amount not-to-exceed \$164,800.

BACKGROUND

The security patrol service contract being recommended for approval at this meeting was bid out this year in accordance with CADA's formal bid procedures. Lyons, A-1 Protective Services, and Marina Security submitted bids and Lyons was the lowest responsive bidder. (Please see **Attachment 1:** Bid Tabulation Sheet). Lyon's base bid amount was \$146,000.00. Lyon's Security is CADA's security patrol service provider currently and has performed this duty since 2012.

ANALYSIS

Under the terms of the proposed contract, the fees Lyons Security Service will charge for providing the following services in FY 2022 -2023 are as follows:

<u>Regular Service</u>	
Monthly Evening Patrol (1 car, 7 days/week) \$11,000.00 x 12 months	\$132,000.00
Weekend Daytime Service \$3,500.00 x 4 months (summer months)	\$ 14,000.00
<u>Total Regular Service – Base Bid</u>	<u>\$146,000.00</u>
<u>Fees for additional services (as requested)</u>	
2 Guards in 2 marked vehicles for Evening Patrol	\$22,000.00/12 months
Additional Guards or Expanded Hours of Service	\$40.00/hour ¹

POLICY ISSUES

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

¹ This compares to \$30.39 in FY 2021-2022.

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 \$164,800 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 \$139,800 has been incorporated into the FY 2022-2023 Operating Budget proposed for adoption at this meeting. Additional funds will be requested as needed at the mid-year budget review.

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 2022-2023 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.

Attachments:

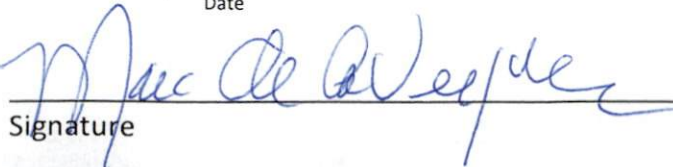
1. Bid Tabulation Sheet

CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

Project: FY Security Patrol Service – Various Locations, Sacramento – FY 2022-2023

Bid Opening: Wednesday, June 8, 2022 @ 2:00 p.m. @ 1522 14th Street, Sacramento

	Name of Company	Bid
1.	LYON'S SECURITY	\$146,000.00
2.	A-1 PROTECTIVE SERVICES	\$161,645.28
3.	MAZINA SECURITY SERVICES	\$212,065.71
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: 6-8-22
Date


Signature



Signature

RESOLUTION NO. 22 – 28

Adopted by the Capitol Area Development Authority

June 24, 2022

**RESOLUTION AWARDING A
SECURITY PATROL SERVICE 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 Service Contract for one (1) year with Lyons Security Services, Inc. with the option to extend the contract for four (4) one (1) year extensions.

The total compensation payable under the first year of the contract shall not exceed One Hundred Sixty-Four and Eight Hundred Dollars (\$164,800). Rate increases provided for under the contract shall not exceed 5% per year.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors