



June 23, 2023

TO: CADA Board of Directors

SUBJECT: **June 30, 2023, Board Meeting**
AGENDA ITEM 11
FY 2023-2024 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 2023-2024 Security Patrol Service Contract to Lyons Security in an amount not-to-exceed \$173,040.

BACKGROUND

In FY 2022-2023, 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 2023-2024.

ANALYSIS

Under the terms of the proposed contract, the fees Lyons Security Service will charge for providing the following services in FY 2023 -2024 are as follows:

<u>Regular Service</u>	
Monthly Evening Patrol (1 car, 7 days/week)	\$138,600.00
\$11,550.00 x 12 months	
Weekend Daytime Service	\$ 14,700.00
\$3,675.00 x 4 months (summer months)	
<u>Total Regular Service – Base Bid</u>	<u>\$153,300.00</u>

<u>Fees for additional services (as requested)</u>	
2 Guards in 2 marked vehicles for Evening Patrol	\$23,100.00/12 months
Additional Guards or Expanded Hours of Service	\$42.00/hour ¹

¹ This compares to \$40.00 in FY 2022-2023.

POLICY ISSUES

This contract comes before the Board for approval because the proposed contract amount exceeds the \$50,000 Executive Director's contract 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 \$173,040 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 \$125,000 has been incorporated into the FY 2023-2024 Operating Budget proposed for adoption at this meeting. If needed, additional funds will be requested at the mid-year budget review by the Board.

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. With this current proposed extension, three extensions remain under the contract. Actual expenses were \$128,005 for FY 22-23 and \$126,925 for FY 21-22.

Attachments:

1. Resolution

Attachment 1

RESOLUTION NO. 23 – 29

Adopted by the Capitol Area Development Authority

June 30, 2023

**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 three (3) remaining one (1) year extensions.

The total compensation payable under the first year of the contract shall not exceed One Hundred Seventy-Three Thousand and Forty Dollars (\$173,040). 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