



June 24, 2023

TO: CADA Board of Directors

SUBJECT: **June 28, 2024, Board Meeting**
AGENDA ITEM 8
FY 2024-2025 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 adopt a resolution extending the FY 2022-2023 Security Services Contract with Lyons Security Service, Inc. for an amount not to exceed \$181,692 for FY 2024-2025.

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 daily from 8:00 p.m. to 8:00 a.m. During summer months, including May, June, July and August, there are also patrols from 8:00 a.m. to 8:00 p.m. on the weekends.

In April, CADA notified Lyons Security of its desire to extend the contract and Lyons responded that it was prepared to accept this extension with a 5% rate increase (from \$179,040 to \$181,692) for FY 2024-2025.

ANALYSIS

Under the terms of the proposed contract, the fees Lyons Security Service will charge for providing the following services in FY 2024 -2025 are as follows:

Regular Services

Monthly Evening Patrol (1 car, 7 days/week)	\$145,530.00
\$11,550.00 x 12 months	
Weekend Daytime Service	\$ 15,435.00
\$3,675.00 x 4 months (summer months)	
<u>Total Regular Service</u>	<u>\$160,965.00</u>

<u>Fees for Additional Services (as requested)</u>	
Two Guards in two marked vehicles for Evening Patrol	\$24,255.00/12 months
Additional Guards or Expanded Hours of Service	\$44.10/hour ¹
<u>Contract Allowance for Additional Services</u>	<u>\$20,727.00</u>

TOTAL CONTRACT	<u>\$181,692</u>
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POLICY ISSUES

This contract comes before the Board for approval because the proposed contract amount exceeds the \$100,000 Executive Director's contract authority.

STRATEGIC PLAN

This action supports the achievement of CADA's Mission to build and maintain vibrant, sustainable, mixed-use neighborhoods that support California's capital city, as well as the Core Value of Customer Service.

FISCAL IMPACTS

The proposed not-to-exceed contract amount of \$181,692 would cover both the regular services 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 or event is required. The amount of \$150,000 has been incorporated into the FY 2024-2025 Operating Budget proposed for adoption at this meeting. Staff will track actual use of this contract and if needed, additional funds will be requested at the mid-year budget review by the Board. Typically, actual costs for these services stay within \$150,000 or less. Going forward, staff will write contract renewals to more directly connect to actual cost and budget.

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, two extensions remain under the contract. Actual expenses were \$146,550 for FY 2023-2024 and \$135,005 for FY 2022-2023.

Attachments:

1. Resolution 24-36

¹ This compares to \$42.00 in FY 2023-2024.

Attachment 1

RESOLUTION NO. 24 – 36

Adopted by the Capitol Area Development Authority

June 28, 2024

**RESOLUTION AWARDING A
SECURITY PATROL SERVICE CONTRACT
TO LYONS SECURITY SERVICE, INC.**

WHEREAS, Lyons Security was selected through a formal bid process to provide security patrol services in FY 2022-2023;

WHEREAS, 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; and

WHEREAS, Lyons Security has provided reliable security services for FY 22-23 and FY 23-24.

BE IT RESOLVED by the Capitol Area Development Authority that:

The Executive Director is hereby authorized on behalf of the Authority to extend the FY 2022-23 Security Services contract with Lyon Security Service, Inc. for one (1) year, for FY 2024-25; and

The total compensation payable under this year of the contract shall not exceed One Hundred Eighty-One Thousand Six Hundred Ninety-Two Dollars (\$181,692) for the FY 2024-2025 Security Patrol Services, with the amount of \$150,000 being incorporated into the FY 2024-2025 Operating Budget, and additional funds being requested, as needed.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors