

**CITY OF NAPERVILLE  
AWARD OF CONTRACT EXTENSION  
PROCUREMENT NO. 14-115**

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**Requesting Department:** Department of Public Works  
**Procurement Name:** Security Service for Municipal Building  
**Recommended Vendor:** Securatex, Ltd Corporation  
**Amount of Award:** \$18,750

**DESCRIPTION**

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The Department of Public Works is responsible for providing unarmed security guard services for the Municipal Center. The security service at the Municipal Center is provided Monday through Friday from 4:30 p.m. until 12:30 a.m., and on Saturdays from 7:00 a.m. to 6:00 p.m. Security service is also provided as needed for special events at the Municipal Center. The security service is for 52 weeks per year with the cost determined by hourly rates.

Contract 14-115 was originally awarded by the City Manager on December 2, 2013 for a two-year term (January 1, 2014 through December 31, 2015) with three, one-year extensions. The first option year was awarded February 2, 2016 and the second option year was awarded by the City Manager on December 18, 2016.

Securatex LTD Corporation performed well during the initial two-year term of the contract and first and second option years. Staff negotiated a zero-percent increase for the third renewal. The term of the contract extension is January 1, 2018 through June 30, 2018 with no contract extensions remaining. Due to building security improvements planned for the Municipal Center in 2018, staff requested that the extension of the contract be for six months. Future security service needs will be evaluated once the security improvements are made to the office areas.

**FISCAL IMPACT**

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CIP #: N/A

Security Service for the Municipal Center is expensed to the Support Services account listed below. The total provided reflects the CY2018 proposed budget, as this contract will occur during that period. A total of \$20,000 is budgeted for this service in CY2018. The requested award of \$18,750 is within the budgeted amount for this expense.

<b>Account Number</b>	<b>Fund Type</b>	<b>Proposed Budget Amount</b>
010-4240-418-30.29	General Fund	\$127,400

**RECOMMENDATION**


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Approve the Award of a Six-month extension to Contract 14-115, Security Service for Municipal Building, to Securatex Ltd Corporation for a total award amount not to exceed \$18,750.

**ATTACHMENTS**

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1. Prior Awards

**SUBMITTED BY:**

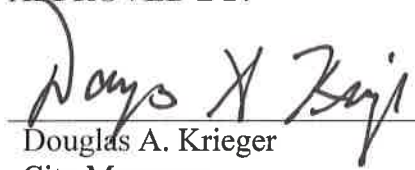
  
\_\_\_\_\_  
Dick Dublinski, Director  
Department of Public Works

11/30/17  
Date

  
\_\_\_\_\_  
Rachel Mayer  
Finance Director

11/30/17  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
Douglas A. Krieger  
City Manager

11/30/17  
Date

**CITY OF NAPERVILLE  
AWARD OF CONTRACT EXTENSION  
PROCUREMENT NO. 14-115**

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**Requesting Department:** Department of Public Works  
**Procurement Name:** Security Service for Municipal Building  
**Recommended Vendor:** Securatex, Ltd Corporation  
**Amount of Award:** \$37,787

**DESCRIPTION**

The Department of Public Works is responsible for providing unarmed security guard services for the Municipal Center. The security service at the Municipal Center is provided Monday through Friday from 4:30 p.m. until 12:30 a.m., and on Saturdays from 7:00 a.m. to 6:00 p.m. Security service is also provided as needed for special events at the Municipal Center. The security service is for 52 weeks per year with the cost determined by hourly rates.

Contract 14-115 was originally awarded by the City Manager on December 2, 2013 for a two-year term (January 1, 2014 through December 31, 2015) with three, one-year extensions. The first option year was awarded by the City Manager on February 2, 2016.

Securatex LTD Corporation performed well during the initial two-year term of the contract and first option year. Staff negotiated a zero-percent increase for the second renewal. The term of the contract extension is January 1, 2017 through December 31, 2017 with one, one-year contract extension remaining.

**FISCAL IMPACT**

CIP #: N/A

Security Service for the Municipal Center is expensed to the Support Services account listed below. A total of \$45,000 is budgeted for this service. The request is within the budgeted amount.

Account Number	Fund Type	Total Budget Amount
010-4240-418-30.29	General-DPW	\$234,930

**RECOMMENDATION**

Staff recommends the Award of Option Year Two to Contract 14-115, Security Service for Municipal Building, to Securatex Ltd Corporation for a total award amount not to exceed \$37,787.

**ATTACHMENTS**

1. Prior Awards

**SUBMITTED BY:**

*Dick Dublin* 12/14/16  
Dick Dublin, Director                      Date  
Department of Public Works

*Rachel Mayer* 12/15/16  
Rachel Mayer                                      Date  
Finance Director

*LAS*  
*12/14/16*

**APPROVED BY:**

*Doug X Krieger* 12/16/16  
Douglas A. Krieger                              Date  
City Manager

**CITY OF NAPERVILLE  
AWARD OF CONTRACT EXTENSION  
PROCUREMENT NO. 14-115**

**Requesting Department:** Department of Public Works  
**Procurement Name:** Security Service for Municipal Building  
**Recommended Vendor:** Securatex, LTD Corporation  
**Amount of Award:** \$37,787

Account Number	Fund Type	Total Budget Amount	Available Funds
010-4240-418-30.29	General-DPW	\$234,787	\$216,043

**DESCRIPTION**

The Department of Public Works is responsible for providing manned, unarmed security services for the Municipal Center. Security service at the Municipal Center is provided Monday through Friday from 4:30 P.M. until 12:30 A.M., and from 7:00 A.M. to 6:00 P.M. on Saturday. Security service is also provided on as needed basis for special events at the Municipal Center. This security service is for fifty-two weeks per year with the cost being determined by the hourly rates.

Securatex LTD Coporation has performed well during the initial two year term of the contract. Staff was able to negotiate a zero percent increase for this renewal. The term of the contract extension is January 1, 2016 through December 30, 2016 with two, one year contract extensions remaining.


**RECOMMENDATION**


Staff recommends the Award of Option Year One to Contract 14-115, Security Service for Municipal Building, to Securatex LTD Corporation for an amount not to exceed \$37,787.

**ATTACHMENTS**

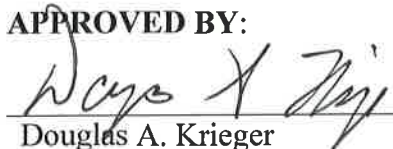
1. Prior Awards
2. Acceptance Letter

**SUBMITTED BY:**

  
 Diek Dublinski, Director  
 Department of Public Works  
 Date: 2/11/16

  
 Rachel Mayer  
 Finance Director  
 Date: 2/1/16  
 KAS 1/29/16

**APPROVED BY:**

  
 Douglas A. Krieger  
 City Manager  
 Date: 2/2/16

**CITY OF NAPERVILLE  
AWARD OF CONTRACT  
PROCUREMENT NO. 14-115**

**Requesting Department:** Department of Public Works  
**Procurement Name:** Security Service for Municipal Building  
**Recommended Vendor:** Securatex, LTD  
**Amount of Award:** \$75,574

Budgeted Account 010-4240-418.30-29  
 Budgeted Amount \$90,000 (FY14 = \$45,000,  
FY15 = \$45,000)

**DESCRIPTION**

The Department of Public Works is responsible for providing manned, unarmed security services for the Municipal Center. Security service at the Municipal Center is provided Monday through Friday from 4:30 P.M. until 12:30 A.M., and from 7:00 A.M. to 6:00 P.M. on Saturday. Security service is also provided on as needed basis for special events at the Municipal Center. This security service is for fifty-two weeks per year with the cost being determined by the hourly rates. The hourly rates established by this bid will be firm for the two year contract.

**NOTIFICATION AND RESPONSE**

Advertisement Date:	10/30/2013	Notices Sent:	101
Opening Date:	11/15/2013	Planholders:	25
		Bids Received:	8

**BID TABULATION**

The following bids were received:

FIRM	BID (ONE YEAR)
<i>Securatex</i>	<b>\$37,786.08</b>
Global Security Group	\$40,963.44
Andy Fain Group	\$43,411.24
Securitas USA	\$44,126.88
Secureone, Inc	\$45,473.40
KARD Protection Group	\$48,096.56
Command Security Corp	\$49,265.16
Allpoints Security & Detective	\$74,813.08

The award amount differs from the bid amount (Bid amount for one year). The award is for a two year total, the term of the contract.

**RECOMMENDATION**


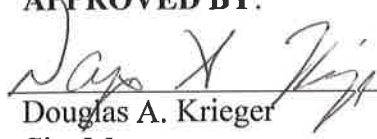
Staff recommends the Award of Bid 14-115, Security Services for Municipal Building to Securatex for an amount not to exceed \$75,574 for a two year term, January 1, 2014 thru December 30, 2015 with three, one year extensions.

**SUBMITTED BY:**

 11/25/13  
Richard Dublinski, Director Date  
Department of Public Works

 11/25/13  
Michael E. Bevis, CPPO, C.P.M. Date  
Chief Procurement Officer

**APPROVED BY:**

  12/2/13  
Douglas A. Krieger Date  
City Manager