



Legislation Text

File #: 19-015, **Version:** 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Waive the applicable provisions of the Naperville Procurement Code and award Procurement 19-031, Municipal Center Security Services, to Securatex for an amount not to exceed \$37,787 and a one-year term (Requires six positive votes)

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works (DPW) is responsible for providing unarmed security guard services for the Municipal Center. The security service at the Municipal Center has historically been 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.

In December 2013, Contract 14-115, Municipal Center Security Service, was awarded for a two-year term with three, one-year extensions. In November 2017, the City Manager approved the award of the final extension year for a 6-month period instead of a year because it was anticipated that the planned Municipal Center Security Improvement Project (SIP) would eliminate the need for a security service as of July 2018.

The Municipal Center SIP includes the installation of badge access hardware on each set of glass doors on the first and second floors. The pilot of a video door station with Mag Locks on the glass door entrance to the Human Resources Department was conducted in the Spring of 2018. Following the completion of the pilot, the schedule was revised so that the SIP would be completed in two phases and in July 2018, the City Council approved Change Order #1 to Contract 14-115 to add an additional six months of unarmed security service to the final option year.

Phase I was completed in 2018 and included securing the glass doors leading to the City Manager's, Mayor's, and TED second floor offices. Phase II includes securing the glass office doors on the first floor and will be completed in 2019.

DISCUSSION:

Security services will still be required in 2019. However, once the Phase 2 security improvements are completed, services will be reduced. With this assumption in mind, DPW staff contacted vendors

to obtain quotes for 2019 security services. Upon analyzing the quotes, DPW realized that hourly rates for security service had increased by more than 20% over existing hourly rates. As a result, staff approached the existing security services vendor, Securatex, about continuing to provide the service for 2019 under the same terms and conditions as Contract 14-115. Securatex agreed to provide service for an additional year and with 0% increase over the existing rates.

Due to market rates being substantially higher than existing rates, staff recommends waiving the applicable provisions of the Naperville Procurement Code and enter into a one-year contract with Securatex. Once the security improvements at the Municipal Center are complete, staff will re-evaluate the level of manned security required and formally bid for those services to begin in 2020.

FISCAL IMPACT:

CIP #: N/A

Municipal Center Security Services are expensed to the operational service account below. A total of \$25,000 is budgeted for this service in 2019. Due to the phasing of the security improvements at the Municipal Center, the additional funding needed to continue this service through 2019 will be taken from savings in other programs throughout the year.

Account Number	Fund Type	Total Budget Amount
31341100-531308	General Fund	\$283,420