



Legislation Details (With Text)

**File #:** 23-0950      **Version:** 1      **Name:** 6/20/23 - Award Guest Services Contract to Liberty Security Group Inc.  
**Type:** Resolution      **Status:** Passed  
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**Title:** Resolution to Approve a Professional Services Agreement with Liberty Security Group Inc. for Guest Services at the Guy C. Larcom City Hall (\$345,000.00) RFP #23-29

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RFP\_23-29\_Document.pdf, 2. Liberty Security Proposal 051023.pdf, 3. Liberty Security Contract 052223.pdf

Date	Ver.	Action By	Action	Result
6/20/2023	1	City Council	Approved	Pass

Resolution to Approve a Professional Services Agreement with Liberty Security Group Inc. for Guest Services at the Guy C. Larcom City Hall (\$345,000.00) RFP #23-29

We recommend your approval of the attached resolution authorizing a three-year contract in an amount not to exceed \$345,000.00 with Liberty Security Group Inc. for guest services (unarmed security and front desk reception) at the Guy C. Larcom City Hall building. The contract would begin July 1, 2023 and run through June 30, 2026. A purchase order would be authorized in an amount not to exceed \$110,000.00 for FY24, in an amount not to exceed \$115,000.00 for FY25, and in an amount not to exceed \$120,000.00 for FY26, subject to the availability of funding in FY25 and FY26.

The City is proposing to hire Liberty Security Group to provide personnel to staff the City Hall Guest Services desk located in the City Hall atrium. Assistance provided through guest services helps guide the public to the appropriate building or specific location within City Hall. This level of service to the public will allow them quicker and more direct access to where they need to go. The Guest Services desk is staffed from 7:30 am to 11:00 pm (Mon-Thur) and 7:30 am to 5:30 pm on Friday. These extended hours will allow for a consistent presence in City Hall while the building is open to the public.

The Monday-Thursday evening hours cover most evening meetings at City Hall. Guest services personnel staff the building until the meeting concludes, even after the normal 11:00 pm end of shift if needed. Guest services staff will perform security sweeps throughout the building in the evenings.

Guest services personnel, while unarmed and attired in business dress, are trained security personnel. They are able to observe suspicious persons and de-escalate situations if necessary. Working with the new armed police security in City Hall, they continue to provide an extra set of eyes and address potential distractions of the new police security personnel. Guest services personnel will still contact the Police Department if an issue arises.

Guest services staff were critical in managing building access and screening during the pandemic, they continue to manage elevator access for the building, lock and unlock the building and provide valuable wayfinding services for the public. Security operations for the Justice Center are not affected by guest services operations.

The resolution also authorizes an option to extend the contract with Liberty Security Group Inc. for up to two additional one-year periods upon approval by the City Administrator. The not to exceed amount for FY27 would be \$125,000.00, and in an amount not to exceed \$130,000.00 for FY28 for a total amount not to exceed \$600,000.00 over the life of the contract including all extensions, with the same terms and conditions subject to the annual appropriation of funds.

Proposals were solicited for City Hall Guest Services through RFP #23-29 issued by the City and opened on May 18, 2023. Of the seven proposals received, Liberty Security Group Inc., Detroit, MI, was selected as the most responsive proposer to the RFP.

Budget and Fiscal Impact: Funding for this service is available in the approved FY24 Fleet and Facilities General Fund Operations and Maintenance budget. Issuance of the FY25 and FY26 purchase order and any approved extension for FY27 and FY28 would be subject to the availability of funds in subsequent fiscal years.

Liberty Security Group Inc. complies with the City's Conflict of Interest, Living Wage and Non-Discrimination ordinance requirements.

Prepared by: Matthew J. Kulhanek, Manager Fleet and Facilities Unit

Reviewed by: John Fournier, Deputy City Administrator

Approved by: Milton Dohoney Jr., City Administrator

Whereas, The City needs to staff the Guest Services desk located in the Guy C. Larcom City Hall atrium to assist the public in finding the appropriate locations based on their service need, provide a presence in City Hall during evening meeting when the building is open, and improve the safety and security of the building for the public and staff;

Whereas, Liberty Security Group Inc. provided the most responsive proposal for City Hall Guest Services staffing solicited through RFP #23-26 in May 2023;

Whereas, The Fleet and Facilities Unit recommends approval of a three-year contract with Liberty Security Group Inc., with the option to extend the contract for up to two additional one-year periods under the same terms and conditions, with the hourly rates adjusted as provided in the RFP fee proposal form;

Whereas, Funding for these services is available in the approved FY24 Fleet and Facilities General Fund Operations and Maintenance budget; and

Whereas, Liberty Security Group Inc. complies with the requirements of the City's Conflict of Interest, Living Wage and Non-Discrimination ordinances:

RESOLVED, That City Council approve a three-year Professional Services Agreement with Liberty Security Group, Inc. for guest services at Guy C. Larcom City Hall per RFP #23-29 in the amount of not to exceed \$110,000.00 for FY24, in the amount not to exceed \$115,000.00 for FY25 and in the amount of not to exceed \$120,000.00 for FY26;

RESOLVED, That the agreement will include the option to extend the term for up to two additional

one-year periods at the hourly rates provided in the RFP fee proposal form upon approval by the City Administrator, for a total not to exceed \$600,000.00 over the life of the agreement including renewals;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney, and that the City Administrator be authorized to execute the extensions after approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.