



Legislation Details (With Text)

**File #:** 19-0604      **Version:** 1      **Name:** 5/6/19 - City Hall Guest Services Contract  
**Type:** Resolution      **Status:** Passed  
**File created:** 5/6/2019      **In control:** City Clerk  
**On agenda:** 6/3/2019      **Final action:** 6/3/2019  
**Enactment date:** 6/3/2019      **Enactment #:** R-19-204

**Title:** Resolution to Approve a Contract with Liberty Security Group Inc. for Guest Services at the Guy C. Larcom City Hall (\$102,500.00) RFP #19-01

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RFP\_19-01\_Document.pdf, 2. Liberty Proposal.pdf, 3. Liberty Security Contract 040919.pdf

Date	Ver.	Action By	Action	Result
6/3/2019	1	City Council		
6/3/2019	1	City Council	Referred	Fail
6/3/2019	1	City Council	Approved	Pass
5/20/2019	1	City Council	Reconsidered	
5/20/2019	1	City Council		
5/20/2019	1	City Council	Postponed	Pass
5/6/2019	1	City Council	Approved	Pass

Resolution to Approve a Contract with Liberty Security Group Inc. for Guest Services at the Guy C. Larcom City Hall (\$102,500.00) RFP #19-01

We recommend your approval of the attached resolution authorizing a 13-month contract in an amount not to exceed \$102,500.00 with Liberty Security Group Inc. (Liberty) for guest services (unarmed security and front desk reception) at the Guy C. Larcom City Hall building.

The City proposes hiring Liberty to staff a new front desk in the City Hall atrium. Liberty will guide the public to appropriate location in City Hall, alleviating existing staff from doing so ad hoc. This improved service will allow the public quicker access.

The proposed contract requires staffing from 7:30 am to 11:00 pm (Mon-Thur) and 7:30 am to 5:30 pm on Friday, allowing a consistent presence in City Hall while the building is open to the public, and relieving the Police from having to secure the building each night. The evening hours will cover most evening meetings at City Hall. Liberty will staff the building until the last meeting concludes, even after the normal 11:00 pm end of shift, if needed. The front desk will also be staffed on Sunday evenings from 6:00 pm to 10:00 pm when a caucus meeting is scheduled. Staff will perform security sweeps throughout the building in the evenings.

The staff, while unarmed and in business dress, will be trained security personnel, able to identify suspicious persons and de-escalate situations, including by contacting Police as needed. To improve

security, this guest services staff will also manage elevator access to the upper floors (3-6) of City Hall. Upper floor visitors will need to sign in.

This proposed service is a beneficial mix of improved safety and security for the public and staff at City Hall while still maintaining an open and accessible building for the public. This proposed service does not affect the Justice Center or its building security operations.

The contract will start on June 1, 2019 and run thru June 30, 2020. The not to exceed contract amount in FY19 is \$7,500.00 and the not to exceed amount in FY20 is \$95,000.00, subject to available funding.

The resolution also authorizes the City Administrator to extend the contract for up to three additional one-year periods at not to exceed amounts of \$100,000.00 for FY21, \$105,000.00 for FY22, and \$110,000.00 for FY23 for a total amount not to exceed \$417,500.00 over the life of the contract including all renewals, with the same terms and conditions subject to the annual appropriation of funds.

Of the seven proposals received and opened on January 10, 2019, Liberty's was the most responsive. Liberty complies with the City's Conflict of Interest, Living Wage and Non-Discrimination ordinance requirements.

**Budget and Fiscal Impact:** Funding is in the City Administration Area, Safety Unit's FY19 operating budget. Proposed funding for this service will be included in the City Administration Area, Fleet and Facilities Unit's operating budget for FY20 and future budgets.

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

Reviewed by: John Fournier, Assistant City Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, The City proposes a guest services front desk located in the City Hall atrium to assist the public in finding the appropriate destinations, provide a presence in City Hall during evening meetings, and improve the safety and security of the building for the public and staff;

Whereas, Liberty Security Group Inc. was the most responsive proposer for guest services (unarmed security and reception services) to RFP #19-01;

Whereas, The City Administration Area recommends approval of a 13-month contract with Liberty Security Group Inc., with the option to extend the contract for up to three additional one-year periods under the same terms and conditions;

Whereas, The service contract will begin June 1, 2019 and sufficient funds are available in the FY19 City Administration Area, Safety Unit's operating budget and the proposed City Administration Area, Fleet and Facilities Unit's operating budget for FY20 and future budgets; 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 contract with Liberty Security Group Inc. with the amount not to exceed \$7,500.00 in FY19 and not to exceed \$95,000.00 in FY20, subject to budgetary approval in FY20;

RESOLVED, That the contract will include the option to extend the contract for up to three additional one-year periods upon approval by the City Administrator, for a total not to exceed \$417,500.00 over the life of the contract including renewals;

RESOLVED, That this service be funded from the approved FY19 City Administration Area, Safety Unit's operating budget, that the remaining years, including extensions, be funded from the FY20, FY21, FY22 and FY23 City Administration Area, Fleet and Facilities Unit's operating budgets if so approved by Council;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said contract 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.