



**City of West Palm Beach
Special City Commission**

AGENDA

**July 6, 2020
9:00 A.M.**

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, WITHIN THREE DAYS PRIOR TO ANY PROCEEDING, CONTACT THE CITY CLERK'S OFFICE, 401 CLEMATIS STREET, WEST PALM BEACH, FLORIDA 33401, {(561) 822-1210}

**MAYOR
KEITH A. JAMES**

**CITY COMMISSION
PRESIDENT KELLY SHOAF**

**COMMISSIONER CHRISTINA LAMBERT
COMMISSIONER CHRISTY FOX**

**COMMISSIONER CORY NEERING
COMMISSIONER JOSEPH A. PEDUZZI**

**ADMINISTRATION
CITY ADMINISTRATOR, FAYE W. JOHNSON
CITY ATTORNEY, KIMBERLY ROTHENBURG
CITY CLERK, HAZELINE CARSON**

CALL TO ORDER:

CIVILITY AND DECORUM: The City of West Palm Beach is committed to civility and decorum by its officials, employees and members of the public who attend this meeting. The City Code, Secs. 2-31(8), 2-31(18) and 2-31(22), provides in pertinent part:

- Officials shall be recognized by the Chair and shall not interrupt a speaker.
- Public comment shall be addressed to the City Commission as a whole and not to any individual on the dais or in the audience.
- Displays of anger, rudeness, ridicule, impatience, lack of respect and personal attacks are strictly prohibited.
- Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted.
- Offenders may be removed from the meeting.

PRESENTATION:

1. **Presentation of top five (5) proposers for the Security Guard Services (RFP No. 19-20-203) and selection by the Commission of a firm for contract negotiation.**
Agenda Cover Memorandum No.: 22963

Staff Recommended Motion:

Evaluate the proposals from the five (5) short-listed security guard firms and recommend a firm for contract negotiations.

Background:

BACKGROUND: On December 2, 2019, the City issued Request for Proposals (RFP) No. 19-20-203, Security Guard Services. The City requested proposals from qualified, responsible and experienced security firms to provide security services for the City of West Palm Beach at the various City facilities and for various special events produced by the City. Also, the firm will provide mobile/roving security services in Northwood Village and several City parks and parking garages. Critical to these services is the ability to provide “ambassador” type services in the downtown and Northwood Village areas; and seamless communications between the security service provider, the West Palm Beach Police Department, and the downtown areas security firm(s).

The City received a total of 17 proposals. Two firms were disqualified for failure to meet the required Small Business (SBE) and Minority/Women Business Enterprises (MWBE) participation requirements.

On February 5, 2020, an evaluation committee of representatives from City departments that utilize security services evaluated the 15 qualified proposals and short-listed the following five (5) firms (in alphabetical order):

- Allied Universal Consultants
- G4S Secure Solutions (USA) Inc.
- Giddens Security Corporation
- PSC - Professional Security Concepts
- Security Alliance, LLC

Each firm was required to have a Small Business participation of 15% and an MWBE participation of 9.92% from an African-American firm. MWBE firms that are also certified Small Businesses may be used to meet both requirements.

All five of the short-listed firms meet the Small Business and MWBE requirements.

PROCESS: The evaluation package which included copies of all five proposals were previously provided to the Mayor and each Commissioner for review.

The agenda and time established for each firm are as follows:

- 9:00 a.m. - 9:09 a.m. Opening by Procurement
- 9:10 a.m. - 9:30 a.m. Allied Universal
- 9:35 a.m. - 9:55 a.m. G4S
- 10:00 a.m. - 10:20 a.m. Giddens
- 10:25 a.m. - 10:45 a.m. PSC
- 10:50 a.m. - 11:10 a.m. Security Alliance
- 11:11 a.m. - 11:30 a.m. Mayor & Commission Discussion
- 11:31 a.m. - 12:00 p.m. Scoring and announcement of top firm

Each firm will be given a total of twenty (20) minutes and the presentation outline is as follows:

- 10 minutes: Presentation
- 10 minutes: Questions and Answers

The firms have been asked to include in their presentation the person proposed to be the firm's account manager for the City, along with the proposed SBE and MWBE subcontractor(s).

SCORING: Each firm should be scored based on the weight listed in the RFP's Qualification Criteria is as follows:

TOPIC	DESCRIPTION	POINT MAXIMUM
Qualifications & Experience:	----	20
Understanding & Approach:	Ability to provide professional unarmed security guard and roving services at multiple locations	15
Understanding & Approach:	Ability to provide “ambassador” type services	15
Communication Plan:	Plan to provide seamless communication among Contractor, WPB Police, DDA and CityPlace security and City Departments; Reporting capabilities	30
Hourly Rates & Charges:	----	20
Total Points:	----	100

The City Commission, as the selection committee, shall make the final determination of the firm with which to negotiate. The City Commission may deviate from the determination of the Evaluation Committee in selecting the best overall responsive proposal which will be in the best interest of the City. The decision of the City Commission shall be final.

After selection, staff will negotiate with the selected firm as to scope and hours of service, rates and equipment, to develop a contract which will be brought back to the City Commission for approval.

ADJOURNMENT:

***Pursuant to Resolution No. 179-95, adopted according to the provisions of Section 286.0115, Florida Statutes, members of the Commission shall disclose on the record: 1) ex-parte communications - verbal or written and written communications shall be placed in the record; and 2) site visits, investigations, etc.**

NOTICE: IF ANY PERSON DECIDES TO APPEAL ANY DECISION OF THE CITY COMMISSION AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR THAT PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY OF WEST PALM BEACH DOES NOT PREPARE OR PROVIDE SUCH A RECORD.