



STAFF REPORT

TO: Board of Commissioners
FROM: Matthew Ashton, Harbor Patrol Chief
DATE: November 16, 2021
SUBJECT: Request for Proposal (RFP) - Night Security Services

Recommendation

- **Recommendation:** Staff recommends the Board of Commissioners review and approve the attached Request for Proposal for contract security services on Harbor District properties during the nighttime hours.
- **Motion:** Move staff's recommendation.

Policy Implications

District Policy 3037.30 – Contracts Management

District Policy 3042 – Employment of Outside Contractors and Consultants

District Major Objective/Goal

Objective #2: Maintain and enhance boater friendly atmosphere at PSL for both commercial and recreational boaters.

Fiscal Implications / Budget Status

Current 2021-22 Budget allotment for contract security services is \$119,000. A Board approved contract that exceeds that annual amount would require a budget amendment.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None at this time

Background

The Harbor District has contracted overnight security services since 1994, most recently with FiveCities Security Services, headquartered in San Luis Obispo. That contract was in place since May 25, 2004. On the evening of October 13, 2021, the District was given notice that Five Cities Security would no longer be able to provide security services effective October 14, 2021. As a result of the less than 24 hour notice, Staff reached out to three (3) local security providers to fill the immediate need for the District, its patrons, licensees, and lessees. A short-term contract was made with Condor Security Services of America, Inc., which was approved by the Board on October 26, 2021. At that time, Staff was directed to pursue an RFP for contracted security services to ensure a competitive process is utilized for a long-term contract.

Discussion

At this time, it is the staff's intention to issue a RFP for year-round, unarmed security services, with a potential contract awarded to the selected respondent by January 1st, 2022. The current needs of the District are 80+ hours of contracted security (Mon-Fri 7:00PM-7:00AM, Sat-Sun 6:00AM-7:00PM) per week.

Conclusion

Staff recommends the Board of Commissioners approve the attached RFP for immediate release.

Attachment(s): 1 – Draft RFP – Security Services Contract
2 – Template – Agreement for Professional Services