



## Agenda Item Summary

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**File #:** RES 22-185, **Version:** 1

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### Submitted By

Tammie Grossman, Director, Development Customer Services

### Reviewed By

A.M. Zayyad

### Agenda Item Title

**A Resolution Approving an Amendment to a Professional Services Agreement with Advanced Security Solutions Inc to Renew the Term of the Agreement through October 31, 2022, and to Change the Not to Exceed Amounts for the Renewal Term for Services at Village Parking Structures to \$236,000.00 and Services at Village Hall to \$19,000.00 and Authorizing Its Execution**

### Overview

The Village contracts security services for the public parking garages and Village Hall. This proposed amendment to the Professional Services Agreement, with Advanced Security Solutions Inc, is for the term of August 1, 2022, through October 31, 2022. Village staff will initiate a formal RFP process to procure these services for a term beginning November 1, 2022, pending Village Board approval.

### Recommendation

Approve the Resolution.

### Fiscal Impact

The FY 2022 Parking Fund budget provides funding for security-related expenditures at the parking garages, split between Holley Court, The Avenue, and OPRF High School Community Parking Garages: #5060.43770.788.530660 - 60%, #5060.43770.784.530660 - 25%, and #5060.43770.783.530660 - 15%, based on the number of parking stalls.

The FY 2022 General Fund budget provides funding for security-related expenditures at Village Hall (#1001-41300-101-530667).

Due to increased labor costs, Advanced Security Solutions, Inc., was unable to agree to a one (1) year renewal at a 5% increase, as permitted under the terms of the agreement. It should be noted that while the agreement allowed a rate increase of up to 5%, the percentage of change of the latest published index as compared to the index for the previous year according to the United States Department of Labor, Bureau of Labor Statistics is 8%. The hourly rates negotiated for this ninety (90) day term reflect an increase of 55% for security officer personnel and 52% for supervisory personnel. Additionally, there is an hourly charge of \$6 for the use of the contractor's vehicle. The vehicle was previously included as part of the hourly rate.

### Background

Village-owned parking structures provide a majority of the public parking available in the Downtown and Hemmingway business areas through a combination of permit parking and transient, or daily, parking. The Village uses contracted security services within the public parking garages in these areas. These security services also patrol the OPRF High School Community Parking Garage, pursuant to an intergovernmental cooperation agreement. Furthermore, beginning in 2022, the security services began roving patrols of the Lake & Forest Parking Garage. In addition to providing safety services, security personnel provides citizens and customers with personal interaction to assist with utilizing pay station equipment or locating where they have parked their vehicle.

As part of this agreement, the Village receives security guard services at Village Hall. During normal, pre-pandemic operations at Village Hall, this individual only provided after-hours security for staff, elected and appointed officials, and the public when Village Hall was open after 5:00 pm. Furthermore, security staff is present when early voting is held at Village Hall. Since the reconfiguration of the Village Hall lobby due to COVID-19, however, security staff is stationed in the Village Hall lobby during normal business hours to assist visitors and ensure compliance with COVID-19 protocols, such as capacity limits and masking requirements.

A request for proposals (RFP) was issued on April 20, 2020. Twelve (12) proposals were submitted in response to the RFP. The staff review team scored all of the proposals based on a number of weighted factors including cost, industry experience, references, financial capacity, fair employment practices, customer service, local hiring practices, and technical competence. Additionally, the review team conducted video conference meetings with the three finalists. The review team ultimately recommended the selection of Advanced Security Solutions Inc based on their overall responsiveness to the RFP and the ability, capacity, and skill of the contractor to meet the needs of the agreement.

Overall, staff is satisfied with the performance of Advanced Security during the initial two (2) year term of the contract. Due to the impending contract expiration, staff believes this amendment is the best option to ensure the continuation of services at Village parking structures and Village Hall.

### **Alternatives**

The Village Board could elect to not approve the amended agreement however this would result in a lapse of services at Village parking structures and Village Hall.

### **Previous Board Action**

On July 19, 2021, the Village Board approved Resolution 21-132, approving a renewal of the Professional Services Agreement with Advanced Security Solutions, Inc. in an amount not-to-exceed \$564,902.40 for security services at Village parking garages and not-to-exceed \$55,000.00 for security services at Village Hall for a one-year period.

On July 6, 2021, the Village Board approved Resolution 21-139, approving an amendment to the Professional Services Agreement with Advanced Security Solutions, Inc. for security services at Village Hall to change the not to exceed amount for security services provided at Village Hall from \$30,000.00 to \$55,000.00.

On July 16, 2020, the Village Board approved Resolution 20-156, authorizing an agreement with Advanced Security Solutions Inc. for a one (1) year period with two (2) optional one (1) year renewal periods.

On June 15, 2020, the Village Board approved Resolution 20-143, authorizing a one (1) month extension of the agreement with Securitas.

On January 13, 2020, the Village Board approved Resolution 20-041, authorizing a six (6) month extension of the agreement with Securitas.

On December 10, 2018, the Village Board approved Resolution 18-1048, authorizing a renewal for one year (2019) for the agreement with Securitas.

On December 11, 2017, the Village Board approved Resolution 17-722, authorizing a second year (2018) for the agreement with Securitas.

On October 17, 2016, the Village Board approved Resolution 16-341, authorizing a contract execution with Securitas Security Services USA, Inc.

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A