



Agenda Item Summary

File #: RES 21-132, **Version:** 1

Submitted By

Tammie Grossman, Director, Development Customer Services

Reviewed By

AMZ

Agenda Item Title

A Resolution Approving the Renewal of a Professional Services Agreement with Advanced Security Solutions Inc in an Amount Not-To-Exceed \$564,902.40 for Security Services at Village Parking Structures and Not-To-Exceed \$55,000.00 for Security Services Provided at Village Hall for a One-Year Period and Authorizing Its Execution

Overview

The Village contracts for security services for the public parking garages and Village Hall. This proposed contract, with Advanced Security Solutions Inc is for the term of August 1, 2021 through July 31, 2022.

Recommendation

Approve the Resolution.

Fiscal Impact

The FY 2021 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: #5060.43770.783.530660 - 60%, #5060.43770.784.530660 - 25%, and #5060.43770.788.530660 - 15%, based on the number of parking stalls.

The FY 2021 General Fund budget provides funding for security related expenditures at Village Hall (#1001-41300-101-530667). Due to the reconfiguration of the Village Hall lobby due to COVID-19, security staff is now stationed in the lobby during normal business hours to assist visitors. As a result, staff recommends increasing the Village Hall portion of the contract to a not-to-exceed amount of \$55,000 for this contract period. A budget amendment requesting additional budget authority for FY 21 for account #1001.41300.101.530667 is pending Village Board approval.

Advanced Security Solutions, Inc., as permitted under the terms of the agreement, has requested an increase of 4.7% in its hourly rates of pay for officers and supervisors. This 4.7% increase is based upon 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.

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. In addition to providing safety services, security personnel provide 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 provides after hours security for staff, elected and appointed officials and the public when Village Hall is open after 5:00 pm. Furthermore, security staff is present when early-voting is held at Village Hall. Since the gradual reopening of Village Hall, however, security staff has been 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 mask requirements.

This is the first of two, optional one (1) year renewal periods. The Village's agreement with a previous provider expired on July 31, 2020. A request for proposals (RFP) was issued on April 20, 2020 in anticipation of the agreement expiration. 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 term of the contract.

Alternatives

The Village Board could elect to end contracted security and support services and hire additional in-house Village personnel for services beginning on August 1, 2021.

Previous Board Action

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