



## Legislation Text

File #: 2020-525, Version: 1

### Report to Mayor and City Council

Tuesday, August 04, 2020

Consent

#### **SUBJECT:**

**CONSIDER AWARDING A CONTRACT SERVICE AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. TO PROVIDE PROFESSIONAL CROSSING GUARD SERVICES FOR THE CITY OF CARSON (CITY COUNCIL)**

#### **I. SUMMARY**

On May 21, 2020, an Invitation for Bids (IFB) was released via Planet Bids for qualified firms to submit proposals to provide professional Crossing Guard services for the City of Carson. The City received an abundance of bid proposals. After reviewing each proposal and conducting interviews to find a vendor who is both cost effective and a responsible choice, staff is recommending All City Management Services, Inc. (ACMS) be awarded a three-year contract, for the period expiring June 30, 2023, at a not-to-exceed contract sum of \$1,137,154.00 (Exhibit No. 1).

#### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the proposed Contract Services Agreement with All City Management Services, Inc. for the provision of professional Crossing Guard services for the City of Carson for a not-to-exceed contract sum of \$1,137,154.00, for the period expiring June 30, 2023 (Exhibit No. 1) ("Agreement").
2. AUTHORIZE the Mayor to execute the Agreement, following approval as to form by the City Attorney.

#### **III. ALTERNATIVES**

1. TAKE another action the City Council deems appropriate, subject to compliance with applicable law.

#### IV. BACKGROUND

The City of Carson's Pedestrian Safety Program provides Crossing Guard services for the Carson Community of Schools at twenty-five (25) locations (Exhibit No. 2). Twenty-two (22) of these sites are staffed by contracted Crossing Guards; the remaining three (3) sites are staffed by Part-Time City employees. In the event a Part-Time City employee is absent, the Contractor may be called upon to provide relief coverage for as long as needed.

For the past five (5) years, the City maintained a contract service agreement for professional Crossing Guard services with World Private Security, Inc. (WPSI). On March 4, 2015, City Council approved a three-year contract with WPSI for the period of July 1, 2015 through June 30, 2018, with the option of two additional one-year contract extensions based on performance. On June 19, 2018, Council approved the first of two one-year contract extensions with WPSI. On June 18, 2019, Council approved the second and final one-year contract extension with WPSI. As the June 30, 2020 expiration date for the contract service agreement approached, WPSI was provided a notice of contract ending on May 13, 2020 and was invited to participate in IFB 20-01 for Contracted Crossing Guard Services (Exhibit No. 3).

On May 21, 2020, the Purchasing Division published IFB 20-01 via Planet Bids for Contracted Crossing Guard Services at twenty-two (22) permanent locations and relief Crossing Guard coverage on an as-needed basis. The IFB states services shall be provided by the Contractor per day that school is in session for in-person instruction. IFB 20-01 for Contracted Crossing Guard Services closed at 5:00 pm on June 8, 2020. The City received six (6) complete proposals, with one (1) withdrawn.

For the six (6) proposers that responded, the hourly rate(s) and estimated total cost of each bid are as follows:

Vendor	All City Management Services, Inc.	Anthem Protective Services, LLC	The Perfect Event	A.G. Coast, Inc.	World Private Security, Inc.	American Guard Services, Inc.
<b>Permanent Crossing Guard Hourly Rate</b>	Yr. 1: \$22.59 Yr. 2: \$24.19 Yr. 3: \$24.85	Yr. 1: \$25.82 Yr. 2: Same Yr. 3: Same	Yr. 1: \$19.28 Yr. 2: \$20.48 Yr. 3: \$21.09	Yr. 1: \$26.90 Yr. 2: Same Yr. 3: Same	Yr. 1: Unknown Yr. 2: Unknown Yr. 3: Unknown	Yr. 1: \$28.77 Yr. 2: \$30.65 Yr. 3: \$31.44
<b>Relief Crossing Guard Hourly Rate</b>	Yr. 1: \$22.59 Yr. 2: \$24.19 Yr. 3: \$24.85	Yr. 1: \$25.82 Yr. 2: Same Yr. 3: Same	Yr. 1: \$19.28 Yr. 2: \$20.48 Yr. 3: \$21.09	Yr. 1: \$26.90 Yr. 2: Same Yr. 3: Same	Yr. 1: Unknown Yr. 2: Unknown Yr. 3: Unknown	Yr. 1: \$28.77 Yr. 2: \$30.65 Yr. 3: \$31.44
<b>Field Supervisor Hourly Rate</b>	Yr. 1: \$22.59 Yr. 2: \$24.19 Yr. 3: \$24.85	Yr. 1: \$29.70 Yr. 2: Same Yr. 3: Same	Yr. 1: \$22.28 Yr. 2: \$23.49 Yr. 3: \$24.09	Yr. 1: \$28.00 Yr. 2: Same Yr. 3: Same	Yr. 1: Unknown Yr. 2: Unknown Yr. 3: Unknown	Yr. 1: \$32.17 Yr. 2: \$34.05 Yr. 3: \$34.84
<b>Estimated 3-Yr Cost</b>	\$1,137,154.00	\$1,325,595.00	\$1,014,322.00	\$1,629,288.00	\$1,743,000.00	\$1,839,081.60

The proposals were reviewed by Public Safety's Administrative Specialist and the Purchasing Division Manager. Each proposal was ranked based on the following criteria:

(1) IFB compliance, (2) references, and (3) cost. The top scoring proposals based on the aforementioned criteria were selected for interviews, held June 15, 2020 to assess the following: (1) vendor's qualifications; (2) experience; (3) employee selection; (4) hiring and disciplinary procedure; and (5) employee training. Due to the ongoing COVID-19 pandemic, staff held interviews with prospective vendors via Zoom conference call technology. The interviews were conducted by a panel of staff from the City's Public Safety Division, Human Services Division and Finance Division.

During the Zoom interviews, staff learned that ACMS is fully staffed with an abundance of Relief Crossing Guards to meet the City's needs, provides their staff with uniforms that demonstrate professionalism in the field, maintains an established Crossing Guard training program and has a 24/7 dedicated line to remain in constant communication. Although The Perfect Event's (TPE) rates were slightly lower than those of ACMS, TPE does not have an established Crossing Guard program, nor does it have training, materials or knowledge of how to operate or staff such a program. TPE has experience working with schools in providing event security, set up, and transportation, but has never provided Crossing Guard services.

Staff has determined that ACMS is the lowest responsive and responsible bidder under Carson Municipal Code Section 2610(i). Accordingly, staff recommends that ACMS be awarded the proposed contract at a not-to-exceed contract sum of \$1,137,154.00, for the period expiring June 30, 2023 (Exhibit No. 1).

## **V. FISCAL IMPACT**

No fiscal impact. Funds have been allocated in account number 101-55-593-133-6004 to cover anticipated costs. Additionally, due to on the ongoing COVID-19 pandemic, Los Angeles Unified School District has halted in-person instruction for the foreseeable future when school resumes this fall. The school district has opted to instead offer online classes, obviating the need for Crossing Guard services until students resume in-person instruction. Under the proposed Agreement, the City will not be required to compensate Contractor until services commence.

## **VI. EXHIBITS**

1. (Proposed) Agreement with All City Management Services, Inc. (pgs. 4 - 32)
2. Crossing Guard Locations Serviced by Contractor and City PT Staff (pg. 33)
3. Letter to WPSI - Notice of Contract Closure (pg. 34)

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