

City Council – Action Request Form

Date: June 13, 2022

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Johnnie Taylor, Assistant City Manager
 Nicholas Geis, Property and Facilities Maintenance Director
 Shantell McClam, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for Security Officer Services at City Hall and Bryce E. Stuart

Strategic Focus Area: Service Excellence

Strategic Objective: Service, Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: Yes



Summary of Information:

On March 30, 2022 the Purchasing Division, on behalf of the Property and Facilities Maintenance Department issued a request for proposal to qualified contractors for Security Officer Services at City Hall and Bryce E. Stuart facilities including but not limited to visitor screening, maintain order, deter criminal attacks, cooperate with local law enforcement, and prevent damage to City property.

On May 4, 2022, proposals were received from the following contractors:

	<u>City, State</u>
Allied Universal Security Services	Greensboro, N.C.
North State Security Group	Winston-Salem, N.C.

Upon initial review, the proposal from Allied Universal Security Services did not include all required information relating to pricing and therefore, the proposal was rejected as non-responsive.

Terms of the bid document specified detailed evaluation criteria of business location, price value, relevant experience, assigned personnel, customer satisfaction, training program, and staffing retention. An evaluation panel of staff members from Business Inclusion and Advancement, Property and Facilities Maintenance, and Winston-Salem/Forsyth County Utilities reviewed the proposals received. See Exhibit A for the detailed scores.

Committee Action:

Committee	<u>Finance 6/13/22</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>

Remarks:

Based upon the evaluation panel's assessment, it is recommended that a contract for Security Officer Services at City Hall and Bryce E. Stuart be awarded to North State Security Group in the annual amount of \$697,045. Terms of the bid allow for the contract to be extended a total of three additional years, making the total potential value of the contract \$2,788,180.

MWBE Comment: See exhibit B for a complete list of vendors who received notification of the opportunity.

Workforce Demographics: See exhibit C for workforce demographic information regarding the awarded contractor.