**City of Dania Beach**

RFQ 15-019

Security Officers for City Hall Properties

Proposal Recommendation Meeting

May 13, 2016

1:30pm

**Background:**

The Administration issued RFQ 15-019 to seek proposals from qualified firms to provide security officers for City Hall properties.

**Bid Review Committee:**

* Colin Donnelly, Assistant City Manager
* Brad Kaine, Public Services Director
* Tania Stevens, Senior Accountant/Purchasing Coordinator
* Eric Walton, Code Compliance Manager

**RFQ Process:**

The RFP was advertised on November 11, 2015. On December 18, 2015, the City received proposals from the following firms:

 Andy Frain Services, Inc.

 Diamond Investigations & Security

 Excelsior Defense, Inc.

 G4S Secure Solutions (USA), Inc.

 Regions Security Services, Inc.

 Security Investigations Group

 U.S. Security Associates, Inc.

 United American Security, LLC

The Committee convened on April 1, 2016, to consider the proposals received in order to move it forward to the Commission. The Committee ranked the proposals pursuant to the following evaluation criteria established in the RFQ.

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| --- |
| Proposer Experience and Qualifications |
| References |
| Pending Lawsuits |
| Cost Proposal |

At this meeting, Finance was asked to obtain hourly rates from several of the other vendors who did not provide rates in order to compare costs. Finance compiled the cost information as requested and forwarded to the Committee for further consideration on April 13, 2016.

The Committee reconvened on May 13, 2016 at 1:30 to discuss the proposers’ qualifications, experience and rate proposals and selected a short list of the following three proposers deemed to be the most highly qualified from those security firms submitting responses to this RFQ.

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| --- | --- | --- |
| **Proposer** | **Rate Proposal** | **Rank** |
| Regions Security Services | $14.25 per hour$21.37 per hour OT/holiday rate | 1 |
| U.S. Security Associates | $16.31 per hour$24.47 per hour OT/holiday rate | 2 |
| G4S Secure Solutions USA | $17.81 per hour$24.93 per hour OT/holiday rate | 3 |

**Recommendation to the City Commission:**

All present agreed to recommend that the City Commission approve the resolution accepting the recommendation of the Review Committee, pertaining to the ranking of proposals received pursuant to City RFQ No. 15-019, for Security Officers for City Hall Properties, and award a contract to Regions Security Services and further authorizing negotiating an agreement for these services.

The Committee also recommended that a resolution be prepared authorizing the City to extend the agreement with SOS Security and to exceed the annual amount of $25,000 purchase threshold for a single vendor until such time that the City can negotiate and execute an agreement with Regions Security Services.

The meeting was adjourned at 2:10 p.m.