

**TO:** James L. App, City Manager  
**FROM:** Joseph M. Deakin, Public Works Director  
**SUBJECT:** Barney Schwartz Park Off-Hours Security Service  
**DATE:** October 1, 2002

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**NEEDS:** For the City Council to consider awarding a service contract for off-hours security services at Barney Schwartz Park (BSP).

**FACTS:**

1. On March 9, 2002 the City Council appropriated \$36,000 to fund off-hours (10pm-6am) security coverage for BSP. In order to meet the tight budget, part-time staff, temp agency staff and a contract Security Service were each tried to provide security needs during off-hours. Contract security service provided the most dependable and cost effective security coverage during the trial period.
2. Bids for Contract Uniformed Security Guard off-hours coverage for BSP were solicited. On September 9, 2002 bids were opened and two companies, In-house Security and Five Cities Security, submitted an identical price (\$39,260) low bid.
3. The City Council approved Purchasing and Payment Procedures Manual states “ It shall be the policy of the City to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal”. In-house Security is a Paso Robles vendor, Five Cities Security is from San Luis Obispo

#### **ANALYSIS**

**AN**

**CONCLUSION:** BSP is a large remote park facility with many buildings, playgrounds, sports fields and other recreational amenities that are vulnerable to vandalism (the park was vandalized twice before opening). To protect the property, the park is staffed 7 days per week with recreation and parks staff (6am thru 10pm per day) and a uniformed security guard service (10pm thru 6am). Using City staff during operating hours, supplemented by contract security services after hours, offers the best combination of reliability and cost effectiveness.

A tied low bid is a very unusual occurrence. The City's Payment and Purchasing Policy Manual does not specifically address the City's course of action, however, the City Council has the right to choose either bid, in accordance with state law. The City's policy does explicitly describe preference for local service providers that can be justified in the present bid selection. Since one bidder is from Paso Robles, and the City Council may select either low bidder, it would appear consistent with policy (and law) to select In-House Security from Paso Robles to provide security services for Barney Schwartz Park.

#### **POLICY**

**REFERENCE:** City of Paso Robles Payment and Purchasing Procedures Manual, adopted by City Council on July 9, 2001.

#### **FISCAL**

**IMPACT:** The \$29,000 needed for the balance of FY03 is available within the \$36,000 appropriated and added to the FY03 BSP Operations Budget (March 9, 2002).

**OPTIONS:**

- a. Adopt Resolution No. 02-xx awarding a security services contract to In-house Security beginning immediately and continuing through June 30, 2003.
- b. Amend, modify or reject the above option(s).

Attachments:

- 1) Bid Summary
- 2) Resolution

RESOLUTION NO. 02-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AWARDING A NON-PROFESSIONAL SERVICES CONTRACT TO IN-HOUSE SECURITY  
OF PASO ROBLES FOR OFF-HOURS SECURITY SERVICES AT BARNEY SCHWARTZ PARK

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WHEREAS, on March 9, 2002, the City Council appropriated \$36,000 to fund off-hours (10pm-6am) security coverage for Barney Schwartz Park (BSP); and

WHEREAS, bids for Contract Uniformed Security Guard off-hours coverage were opened on September 9, 2002, and two companies, In-House Security and Five Cities Security submitted an identical price (\$39,260) low bid; and

WHEREAS, the City Council approved Purchasing and Payment Procedures Manual states "It shall be the policy of the City to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal;" and

WHEREAS, In-House Security is a Paso Robles vendor, and Five Cities Security is from San Luis Obispo.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby award a non-professional services contract to In-House Security beginning immediately and continuing through June 30, 2003.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 1<sup>st</sup> day of October 2002 by the following vote:

AYES:  
NOES:  
ABSTAIN  
ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Sharilyn M. Ryan, Deputy City Clerk