



## Legislation Text

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**File #:** 20-0212, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Derrick Abell, Chief of Police  
Steve S. Charelion, Finance Director  
Julie Dahlgren, Senior Management Analyst  
Gwen Eng, Purchasing Manager

**SUBJECT:**

Consideration of a Three-Year Unarmed Security Services Contract to Contemporary Services Corporation with an Estimated Annual Value of \$250,000 and Approve Ratification of a Contract Extension Amendment (Police Chief Abell).

**a) ADOPT RESOLUTION NO. 20-0091**

**b) RATIFY AMENDMENT NO. 1 FOR ENFORCEMENT SERVICES REQUIRED FOR THE COVID-19 PANDEMIC**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 20-0091 awarding Request For Proposals (RFP) # 1240-20 to Contemporary Services Corporation (CSC) for a three-year unarmed security services contract with an estimated annual value of \$250,000 and ratify the contract amendment dated July 31, 2020.

**FISCAL IMPLICATIONS:**

Sufficient funds are available in the fiscal year 2020-2021 Police Department budget for regularly scheduled events. Adequate funds will also be included in future years' budgets for these as-needed services in the contract.

Additional services for unexpected events such as social distancing during bioluminescence, Covid-19 face covering enforcement, and civil unrest were not anticipated; therefore, an appropriation of funds will be brought before the City Council during the October Budget Status Update.

**BACKGROUND:**

Since 2007, the City has contracted with CSC for unarmed event security and traffic control services at large scale special events, such as the Holiday Fireworks, Manhattan Beach 10k Run, Grand Prix Bike Race, Tour de Pier, Surf Festival/6-Man Volleyball, Hometown Fair, and Pumpkin Races. Augmenting staff and volunteers with additional personnel well-versed in crowd control, perimeter security, and traffic control has proven to be very successful. The contractor's staff provides a visual deterrent for inappropriate behavior and criminal activity, while enforcement remains the

responsibility of the Police Department.

A formal bid process was held in 2013. In recent years, more companies have entered into the marketplace. Due to the expiration of the current contract with CSC, the City released an RFP with the scope focused on similar experience and ability to provide trained staff in the Los Angeles area.

## **DISCUSSION:**

### **Award of Contract**

Three responses were received from the RFP for unarmed security services. Because this is a service contract, vendor selection is based upon many factors: prior experience, expertise, quality control, staff training, references, and cost. One of the three vendors had little experience with large-scale events and inadequate local staffing for such events. Phone interviews were conducted with the vendors' references or contacts that could speak to their performance.

The final two vendors had sufficient experience with crowd control in an open-air environment. However, after further evaluation, reference checks, and a second round of phone interviews and negotiations, staff recommends the new contract be awarded to Contemporary Services Corporation for the following reasons: experience with traffic control (both vehicular and pedestrian) at street intersections; directly facilitating events with law enforcement staff; and on-going experience with numerous large scale events of a dynamic nature.

### **Amendment Ratification and Appropriation**

While staff was in the process of evaluating the bid proposals received, the City entered into a short-term agreement with CSC, dated May 15, 2020, established within the City Manager's authority to assist the Police Department with emergency enforcement of social distancing related to Covid-19. On July 31, 2020, a contract amendment was authorized to assist the Police Department with emergency face covering enforcement, extending the contract term to September 15, 2020, increasing the dollar amount of the contract, as well as adding the required Federal Emergency Management Agency (FEMA) contract clauses. These clauses are necessary for Covid-19 and civil unrest expenses to be submitted for potential reimbursement. Since this action was performed on an emergency basis, staff is now seeking City Council ratification for this amendment as required by Municipal Code Section 2.36.120 - Emergency procurement under the auspices of emergency protective measure. This requires City Council approval within a sixty-day ratification window. An appropriation for funding these efforts will be brought before the City Council at the October Budget Review meeting.

## **CONCLUSION:**

Staff recommends that the City Council award a three-year contract to Contemporary Services Corporation for unarmed security services with an estimated annual value of \$250,000, ratify a contract amendment extending the contract term and adding required FEMA contract clauses. An appropriation for funding these efforts will be brought before the City Council at the October Budget Review meeting. The City may cancel the contract at any time without cause upon a 30-day notice.

## **PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

## **ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

**ATTACHMENTS:**

1. Resolution No. 20-0091
2. Contract Extension Amendment - Contemporary Services Corporation
3. Amendment No. 1 - Contemporary Services Corporation
4. RFP # 1240-20 Unarmed Security Services Comparison