



Legislation Details (With Text)

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Title: Security Guard Services (NB)

Staff recommends extending the term of the contract with Admiral Security Services, Inc. for security guard services at various GRU facilities.

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Date	Ver.	Action By	Action	Result
10/3/2013	1	City Commission	Approved as Recommended	Pass

Security Guard Services (NB)

Staff recommends extending the term of the contract with Admiral Security Services, Inc. for security guard services at various GRU facilities.

The U. S. Department of Homeland Security has deemed all public and privately owned Utilities as Critical Infrastructure and Key Resources and established recommended security standards to protect the physical and cyber assets of the Utilities. To meet this requisite, GRU developed a comprehensive security plan in response to those standards that utilizes several components to protect GRU assets. One component of this plan is the use of contractor-supplied unarmed uniformed security force for the purpose of protecting personnel and property. Facilities which require security include the GRU Administration Building, Eastside Operations Center, Deerhaven Generating Station and Murphree Water Treatment Plant. Each facility establishes specific "Post Orders" which stipulate the unique requirements for the site. Other components of the plan include the use of technology (where feasible), including the use of electronic access control, closed circuit camera systems, intercoms and other security devices which help reduce security expenses.

Typical services provided under this contract include entranceway monitoring (foot traffic, vehicles and deliveries) with sign in/out procedures, security camera activity monitoring, patrolling premises, notifying appropriate authorities of security concerns, completing report logs and reports, accompanying staff as required, and other security related tasks.

The City Commission approved a contract with Admiral Security Services, Inc. on November 6, 2008. The contract provides for a five-year extension upon mutual agreement of the parties. The extended contract term allows the contractor to recruit and retain a stable and reliable work force resulting in more continuity and better service to GRU. A shorter contract term can cause higher staff turnover and reduces employee loyalty. In addition, an increase in personnel training and uniform expenses can result in higher costs. The contractor is responsible for recruiting personnel and performing background checks for employment history and criminal records, with GRU's

final approval of staff placement. Admiral Security Services, Inc. has performed this service extremely well, providing quality staff with minimal turnover. Continuity of quality personnel is a key factor for successful security guard services.

The combined annual budget for these services is approximately \$400,000. The contract allows an annual price adjustment, not to exceed the Consumer Price Index. If a price increase is requested, documentation to support the price increase must be provided to GRU for review. For any approved increase to the contract, 70% of the increase is allocated to the guard's hourly rate. The collective increases over the past five years total less than 5%.

Funds are available in GRU's FY 2014 budget and will be requested in subsequent year budgets.

The City Commission: 1) authorize the General Manager, or his designee, to negotiate and execute a five-year amendment to extend the term of the contract with Admiral Security Services, Inc. for security guard services at various GRU facilities, subject to approval by the City Attorney as to form and legality; 2) approve the issuance of purchase orders for these services to Admiral Security Services, Inc. in amounts not to exceed budgeted amounts for each year of the contract, subject to the final appropriation of funds for these services for each fiscal year.