



## THE CITY OF KEY WEST

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# EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager  
**FROM:** Doug Bradshaw, Director of Port and Marine Services  
**CC:** Greg Veliz, Assistant City Manager  
**DATE:** December 19, 2018  
**SUBJECT:** Award of RFP #004-19 City of Key West Private Security Services

### **ACTION STATEMENT:**

Resolution approving the recommendation of award to Florida Keys Security, LLC for Private Security Services for the City of Key West including the Port and City Marina at Garrison Bight.

### **BACKGROUND:**

Request for Proposal (RFP) # 004-19 was advertised on October 10, 2018 seeking proposals from firms specializing in private security to provide unarmed security service for selected City of Key West owned and leased properties including but not limited to Key West Bight, Key West Bight Ferry Terminal, City Marina, Mallory Square Cruise Ship Dock and the Mole Pier Cruise Ship Dock at the Truman Waterfront.

Four (4) responses were received on December 12, 2018 for RFP #004-19 City of Key West Private Security Services.

1. Florida Keys Security, LLC
2. American Guard Services, Inc
3. Ralons Security, LLC
4. Blue Shield Security and Protection

Blue Shield Security and Protection was considered a non-responsive proposer because their unburdened and burden rates were the same.

Two (2) City Staff members, Doug Bradshaw and Martha Arencibia and two Key West Police Officers, David Black and Nick Revoredo independently ranked the proposals based on the criteria in the RFP. All reviewers meet at a publicly advertised meeting to compile the rankings, discuss the bids, and develop a recommendation of award. Complete ranking sheets by each reviewer are attached.

*Key to the Caribbean – Average yearly temperature 77° F.*

RESOLUTION SUMMARY

The final ranking was as follows:

<b>FIRM</b>	<b>Total Points</b>	<b>Average Score</b>	<b>Rank</b>
Florida Keys Security, LLC	387	96.75	1
Ralons Security, LLC	375	93.75	2
American Guard Services, Inc	316	79.00	3

**PURPOSE & JUSTIFICATION:**

In order for the City to meet the Coast Guard security requirements under 33 CFR 105: Maritime Security and its own security plan associated with cruise ships, private unarmed security officers are required in addition to Key West Police officers. At the marinas the City has chosen to hire private unarmed security officers to patrol the properties at night and on weekends when security staff is not present.

**FINANCIAL IMPACT:**

Port and Marine Services had anticipated an increase in the hourly rate from the existing \$18.91/hour and budgeted \$21/hour. Florida Keys Security, LLC proposal proposed rate is \$20.50. Full rate sheets for the three proposers is attached. Private security is paid out of the following accounts:

- Port Operations: Port Security, 001-4302-543-4320 \$127,953
- Key West Bight: Marine Operations, Other Contractual Services 405-7503-575-3400 \$ 46,200  
Common Area Maint, Other Contractual Services 405-7504-575-3400 \$ 77,000  
KWB Parking, Other Contractual Services 405-7505-575-3400 \$ 15,400  
Ferry Terminal, Other Contractual Services 405-7506-575-3400 \$ 15,400
- Garrison Bight: Marine Operations, Other Contractual Services 413-7551-575-3400 \$ 94,000

**RECOMMENDATION:**

Based on the ranking it is recommended that Florida Keys Security, LLC as the highest ranking proposer should be awarded the security contract for Private Security Services for the City of Key West including the Port and City Marina at Garrison Bight. If a contract cannot be entered into with Florida Keys Security, LLC, Ralons Security, LLC should be offered the contract as the second ranked proposer. If a contract is not entered into with Ralons Security, LLC, the City should readvertise the RFP.

The contract (see attached) will be is for a term of three (3) years. Thereafter it may be extended upon written consent of both parties for additional two (2) year terms.