



THE CITY OF KEY WEST  
Port and Marine Services Department  
3140 Flagler Ave Key West, FL 33040 (305) 809-3965

## EXECUTIVE SUMMARY

**TO:** Bob Vitas, City Manager  
E. David Fernandez, Asst. City Manager - Operations  
Mark Finigan, Asst. City Manager – Administration

**FROM:** Doug Bradshaw, Port and Marine Services Director

**DATE:** January 27, 2014

**RE:** Award of Invitation to Bid (ITB) # 13-020: Port and Marina Security Services (Port and City Marina).

### ACTION STATEMENT:

Award of Invitation to Bid (ITB) # 13-020: Port and Marina Security Services to Northstar Security, Inc. for a contract price of \$18.00/hour, equaling \$69,822 per year for the Port and \$65,700 for City Marina, and authorize the execution of a contract with terms and conditions set forth by the City Manager and approved by the City Attorney.

### PURPOSE AND JUSTIFICATION

Port and Marine Services advertised ITB#13-020 on August 25, 2013 soliciting bids from Contractors specializing in Security Personnel and Services to provide unarmed security services to selected City of Key West owned and leased properties including the Key West Bight, Key West Bight Ferry Terminal, City Marina at Garrison Bight, Mallory Square, the Outer Mole Pier at the Truman Waterfront property, and other locations as directed.

The ITB required the following:

- A valid State of Florida Class D Security License is required for all security personnel.
- A valid Transportation Workers Identification Card (TWIC) is required for all security personnel.
- Contractor shall have permanent representation of supervisory capacity residing in the City of Key West or with 35 miles of Key West. Supervisor shall have the ability to provide for additional security within a minimum of twelve (12) hours notification by the City. Supervisor will not be a full time shift standing security officer. Supervisor will be required to respond to any incident in person within 2 hours.
- Contractor acknowledges that cruise ship schedules are subject to change/modification which requires the Supervisor to provide for flexible

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

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scheduling.

- All security services performed shall comply with local, state, and federal requirements and shall be coordinated with the City of Key West Police Department. Where applicable the security service shall be in compliance with the City of Key West Port Security Plan or as designated by the Director of Port Operations and/or the Facility Security Officer (FSO) for the City of Key West.
- Contractor will also comply with the marina security policy

Additional components of the ITB included the following:

- Multiple tardiness or failure to show up for assigned shifts by Contractor security personnel may result in immediate dismissal of the offender. The final decision on dismissal will be the City of Key West's designated FSO
- All Contractor security personnel must be proficient in speaking and understanding English.
- All Contractor security personnel must carry a cell phone that can be reached at all times during a shift by City personnel
- All Contractor security personnel must wear a company issued uniform approved by the City FSO.
- Contractor shall maintain a 24-hour cell phone contact number with a local supervisor.
- Use of electronic devices other than cell phones is prohibited. Limited cell phone use will be permitted when appropriate.
- Contractor is required to fill "no shows" positions within 30 minutes. Failure to do so will result in implementation of the penalty clause.
- Contractor will participate in monthly operations meetings with City Staff and Key West Police Department officers and local Contractor Supervisor.
- Security personnel working at the Key West Bight will be required to support calls to the Key West Park and Ride on Grinnell Street and throughout the Key West Bight and shall report general maintenance issues such as lights being out or doors left unlocked.
- Contractor is responsible for replacement costs for any City issued equipment such as time clock wands that are damaged or lost by security personnel.

On September 25, 2013, the City received six (6) bids for the ITB. Summary of bids is attached

Staff reviewed all proposals to determine responsiveness to the ITB. Even though all of the bidders were considered responsive to the ITB, staff feels only two (2) of the bidders should be considered responsible bidders and eligible for award:

1. Mason Evans, Inc.  
d/b/a Diamond Investigations & Security  
1314 Cape Coral Parkway East, Suite 206  
Cape Coral, FL 33904

	Mallory Square	Outer Mole Pier	Key West Bight	City Marina	Ferry Terminal
Unburdened	\$15.00	\$15.00	\$13.00	\$13.00	\$15.00
Burdened	\$20.50	\$20.50	\$18.20	\$18.20	\$20.50

2. Northstar Security, Inc.  
422 Fleming Street  
Key West, FL 33040

	Mallory Square	Outer Mole Pier	Key West Bight	City Marina	Ferry Terminal
Unburdened	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Burdened	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00

Staff recommends all other bids be rejected because of budgetary reasons (insufficient budget) or staff felt that the unburdened rate (actual pay to employees) was insufficient to retain quality guards as has been the case in the past. Reference checks were performed on the two firms by Lieutenant Dave Black, KWPD. Here was his response:

*“We called all the listed references for NorthStar and Diamond. Both agencies had one reference each that were critical of their service. The other listed references gave them a favorable review. We found an unlisted client of NorthStar, the Miami Museum of Science. They were not listed as one of NorthStar’s references, so a cold call to them was made. The client gave Northstar a very favorable review.”*

**OPTIONS**

There are three options:

1. Accept the lowest qualified, responsible, responsive bidder, Northstar Security, Inc.
2. Reject the lowest qualified bidder and select another bidder or
3. Readvertise the ITB.

**ADVANTAGES/DISADVANTAGES**

Option 1: Northstar Security, Inc. has submitted a responsible and responsive bid that appears to be reasonable to provide the work as specified in the bid and has the lowest rate of the acceptable bids.

Option 2: There appears to be no justification for selecting another bidder or a rebid.

**FINANCIAL ISSUES**

The 2013-2014 budget for Port and City Marina anticipated the \$18/hour for private security. The bid is within budget.

**RECOMMENDATION**

City Staff recommends Award of Bid for ITB #13-020: Port and Marina Security Services to Northstar Security, Inc. for a contract price of \$18.00/hour, equaling \$69,822 per year for the Port and \$65,700 for City Marina, and authorize the execution of a contract with terms and conditions set forth by the City Manager.