



# Executive Summary

**To:** Jim Scholl, City Manager

**From:** Jim Fitton, Port Director  
Marilyn Wilbarger, Senior Property Manager  
Doug Bradshaw, Senior Project Manager  
Robert Allen, Key West Police Department (KWPD)  
Mark Tait, Marina Manager

**Date:** 15 October 2010

**Re:** Award of Bid for ITB #10-011: Port Operations Security Services

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## **ACTION ITEM**

Award of Bid for ITB #10-011: Port Operations Security Services to Tactical Protection Corporation for a contract price of \$15.00/hour and authorize the execution a contract with terms and conditions set forth by the City Manager.

## **PROJECT ISSUE**

Port Operations advertised ITB#10-011 on June 27, 2010 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 existing contract with Payne and Saunders is currently on a month-to month basis with a rate of \$16.50/hour.

The IB required the following:

- State of Florida Class D Security License is required for all security personnel,
- At least one of the security personnel for each shift at the Outer Mole must have a current TWIC badge
- The Contractor shall have permanent representation of supervisory capacity residing in the City of Key West or Monroe County, and shall also have the ability, on short notice, to provide for additional security needs within a minimum twelve (12) hours of notification by the City. It is also understood that cruise ship schedules are subject to change and/or cancellations, which requires the Contractor to provide for flexible scheduling of security personnel

- At certain times, ships may stay longer than scheduled. Contractor must be able to maintain required security personnel for those additional hours with little or no notice.
- All security services performed shall comply with State and Florida Department of Law Enforcement (FDLE) requirements and shall be coordinated with the City of Key West Police Department. Where applicable, the security services shall be in compliance with the City of Key West Port Security Plan or as designated by the Port Director for the City of Key West.

Additional components of the IB included the following:

- Multiple tardiness and/or failure to show up for shifts by Contractor security personnel may result in immediate cancellation of security contract or Contractor may be required to remove that security personnel from any City of Key West security detail. Final decisions in this matter will be the KYPD/authorized City representative.
- All Contractor security personnel must be proficient in speaking and reading English.
- All Contractor security personnel must wear a company issued uniform approved by the City and must maintain a professional appearance at all times.
- The City may require Contractor security personnel to seek a Port Security Classification once available from the State of Florida. Certification will be obtained at the expense of the Contractor.
- Contractor will maintain a 24-hour cell phone/office contact number with a supervisor.

On August 4<sup>th</sup>, 2010, the City received the following eleven (11) bids for the ITB:

<u>Company</u>	<u>Hourly Rate</u>
1. Excelsior Defense, Inc., St. Petersburg, FL	\$11.05
2. Andrews International, Inc., Miami, FL	\$13.20
3. Arrow Security Corp, Boca Raton, FL	\$13.25
4. Watchdog Security, Inc, Sarasota, FL	\$14.09
5. Tactical Protection Corp, Miami, FL	\$15.00
6. Diamond Investigations & Security, Cape Coral, FL	\$15.95
7. American Guard Services, Inc., Carson, CA	\$15.96
8. Paradise Protection, Key West, FL	\$16.00
9. DSI Security Services, Miami, FL	\$16.43
10. Kent Security, North Miami Beach, FL	\$17.50
11. James Alan Security, St Louis, MO	\$18.50

Staff reviewed all proposals by two (2) different methods; responsiveness to the IB and through reference checks and speaking directly with the bidding firm.

Staff believes that the following six firms were not responsive to the terms of the IB. Each had one or more of the following deficiencies in their bid: lack of relevant experience, no experience listed, no confirmation of Class D and/or state license. It is recommended that the Commission determine these bidders to be non-responsive after a review of their responses.

Excelsior Defense, Inc., St. Petersburg, FL  
 Andrews International, Inc., Miami, FL  
 Arrow Security Corp, Boca Raton, FL  
 Watchdog Security, Inc, Sarasota, FL

American Guard Services, Inc., Carson, CA  
DSI Security Services, Miami, FL

Staff reviewed the remaining bidders who were determined to be responsive and responsible, with a focus on the lowest three. The lowest three bidders were offered the opportunity for personal interviews and a tour of the sites to be guarded to ensure they were in fact responsible bidders. In staff's opinion, all three (3) of the lowest bidders are capable of meeting the bid requirements.

1. Tactical Protection Corp, Miami, FL	\$15.00
2. Diamond Investigations & Security, Cape Coral, FL	\$15.95
3. Paradise Protection, Key West, FL	\$16.00
4. Kent Security, North Miami Beach, FL	\$17.50
5. James Alan Security, St Louis, MO	\$18.50

### **OPTIONS**

There are three options:

1. Accept the lowest qualified, responsible, responsive bidder, Tactical Protection, Corp.
2. Reject the lowest qualified bidder and select another bidder or
3. Readvertise the IB.

### **ADVANTAGES/DISADVANTAGES**

Option 1: Tactical Protection has submitted a 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 2010-2011 budget contemplated an hourly rate of \$17.50. This was an estimate based on the existing contract and assuming an increase would occur with the contract going out to bid. There are ample budget dollars for this contract.

### **RECOMMENDATION**

City Staff recommends Award of Bid for ITB #09-016: Port Operations Security Services to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in this ITB, Tactical Protection Corp, for a contract price of \$15.00/hour.