



MEMORANDUM

Date: June 9, 2025

To: Key West Bight Management District Board

Via: Steve McAlearney
Director, Port & Marine
Services

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3925– Approval of staff's recommendation to award the contract for Private Security Services, in response to RFP #25-0013, to Florida Keys Security Services based on the proposed hourly rates, for an initial term of three (3) years from the effective date; Authorizing the City Manager, or their designee, to negotiate and execute the Agreement and all related documents, subject to the consent of the City Attorney**

Introduction

City staff respectfully recommends that the Key West Bight Management District Board recommend the award of a contract to Florida Keys Security Services in response to Request for Proposal (RFP) No. 25-013, which solicited professional security services for the City's ports and marinas.

This recommendation is the result of a thorough and comprehensive evaluation of all proposals received. Florida Keys Security Services distinguished itself by demonstrating superior technical qualifications and substantial experience in private security operations and management. Their proposal most effectively meets the City's requirements and is deemed to be in the best interest of the City.

Background

On April 17, 2025, the City of Key West formally issued Request for Proposals (RFP) No. 25-013, seeking submissions from qualified and experienced firms to provide comprehensive Private Security Services for the City's Ports and Marinas. The solicitation was publicly advertised through the City's designated procurement channels and remained open for a total of twenty-eight (28) calendar days, thereby providing prospective respondents with ample time to thoroughly review the RFP specifications, develop detailed

proposals, and submit competitive responses.

Upon conclusion of the advertisement period, the City Clerk's Office conducted a public opening of proposals on May 15, 2025, at 3:00 p.m. Eastern Daylight Time (EDT). A total of eight (8) proposals were received in response to the solicitation. The proposals were submitted by the following firms:

1. Arrow Security
2. Blue Shield Security & Protection (*deemed non-responsive due to omission of required electronic copy*)
3. Centurion Security Group, LLC
4. DECO International Security Corp
5. Florida Keys Security Services
6. International Security Guard Services
7. Nation Security
8. PSI Security & Investigations

All responsive proposals were evaluated in accordance with the criteria and methodology outlined in the RFP documentation, which was made available to all interested parties during the solicitation period. The evaluation process utilized a combination of qualitative and quantitative factors designed to assess each proposer's technical qualifications, relevant experience, service methodology, cost competitiveness, and capacity to perform under the scope of services required.

The scoring framework, with a maximum possible score of 100 points, consisted of the following weighted categories:

Category	Possible Points
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location.	40
Understands the scope of the project and availability and capability to perform the services described in this RFP in Key West on a yearly and consistent basis.	20
Permanent representation of supervisory capacity residing in the City of Key west or within 35 miles of Key west	15
Price	15
References	10
Total Points:	100

Following a thorough evaluation, Florida Keys Security Services received the highest cumulative score among all responsive proposers. The firm's submission was distinguished by a robust technical proposal, highly qualified personnel, and a demonstrated understanding of the City's unique operational environment. Additionally, the proposal showcased relevant experience in similar geographic and municipal settings, along with a detailed and cost-effective project implementation plan that closely aligned with the service requirements specified in the RFP.

Based on the results of the evaluation, Florida Keys Security Services is recommended for contract award, subject to final approval and execution of the agreement in accordance with the City's procurement policies and applicable regulations.

Cost

The total cost of this contract is structured on an hourly rate basis, utilizing both unburdened and burdened labor rates as defined in the awarded firm's pricing proposal. Specifically, the unburdened hourly rate is set at \$18.00, while the burdened hourly rate—which includes overhead, administrative costs, insurance, payroll taxes, and profit—is established at \$31.00 per hour.

These rates will serve as the basis for calculating the overall contract value throughout the term of the agreement. The total compensation due under this contract will be determined by the actual number of service hours performed by the contractor's personnel, multiplied by the applicable burdened rate.

This hourly rate model provides flexibility and transparency, allowing the City to align expenditures with actual service usage, while also maintaining fiscal accountability and ensuring the provision of high-quality private security services at a competitive cost.

Recommendation

Based on the evaluation of proposals submitted in response to RFP No. 25-013, City staff recommends that the Key West Bight Management District Board recommend the award of a contract to Florida Keys Security Services for the provision of private security services at the City's ports and marinas, in accordance with the hourly rates specified in their proposal—\$18.00 per hour (unburdened) and \$31.00 per hour (burdened).

Florida Keys Security Services received the highest overall evaluation score, offering a comprehensive and technically sound proposal, a well-qualified team, and demonstrated experience providing security services in comparable geographic and operational environments.

The proposed contract will have an initial term of three (3) years from the effective date. During this term, Florida Keys Security Services will be responsible for deploying trained security personnel to safeguard City assets, monitor access points, respond to incidents, and perform other security-related duties as outlined in the scope of services defined in the RFP.

Staff further recommends authorizing the City Manager, or their designee, to negotiate and execute the contract and any related documents, subject to legal review and in compliance with the City's procurement requirements.

Attachments:

Resolution

Cover Memorandum

Original RFQ

Proposals Submitted:

1. Arrow Security
2. Blue Shield Security & Protection
3. Centurion Security Group, LLC
4. DECO International Security Corp
5. Florida Keys Security Services
6. International Security Guard Services
7. Nation Security
8. PSI Security & Investigations