



City of Killeen

Legislation Text

File #: RS-24-033, **Version:** 1

Consider a memorandum/resolution awarding RFP 24-04, Security Guard Services at the Main Library to Security Reconnaissance Team Inc., in the amount of \$260,115.

DATE: February 20, 2024

TO: Kent Cagle, City Manager

FROM: Tiffanie McNair, Executive Director of Community Services

SUBJECT: Security Guard Services Contract for Main Library

BACKGROUND AND FINDINGS:

In March 2019, the City contracted for security guard services to help stem the increase in incidences of misbehavior that had driven many patrons away from the Main Library. The presence of a uniformed security guard patrolling inside and outside of the building not only relieved staff of the necessity of constantly policing behavior in the library, it also created a more hospitable environment that encouraged families and older adults to come back to the main library again. Security guards have deescalated confrontations, reduced vandalism, and assisted with medical emergencies. Several patrons have told our staff that they feel safer with a security guard present.

In October 2023, the Purchasing Division issued a request for proposals for a one-year contract with the ability to renew for two (2) additional one-year terms for security guard services at the Main Library. Ten proposals were received and evaluated.

The proposals were reviewed by a panel of five (5) library staff members. Security Reconnaissance Team Inc scored the highest, with a score of 95.2 out of a possible 100 points. We propose entering a one-year contract with the possibility of extending for two more one-year periods, commencing around March 4, 2024, with Security Reconnaissance Team Inc.

THE ALTERNATIVES CONSIDERED:

- 1) Do not procure security services for the Main Library,
- 2) Contract with another vendor to provide security services for the Main library, or
- 3) Contract with Security Reconnaissance Team Inc. to provide security services for the Main Library.

Which alternative is recommended? Why?

Staff recommend contracting with Security Reconnaissance Team Inc. for security services at the Main Library to provide a safe environment for library users and staff.

CONFORMITY TO CITY POLICY:

Conforms to City of Killeen's Purchasing Policy.

FINANCIAL IMPACT:

What is the amount of the revenue/expenditure in the current fiscal year? For future years?

The estimated cost for the remainder of Fiscal Year 2024 is \$57,645. The cost for Fiscal Year 2025 is estimated at \$99,855. The cost for Fiscal Year 2026 is estimated at \$102,615 with the total estimated contract being 260,115.

Is this a one-time or recurring revenue/expenditure?

This is a recurring expenditure.

Is this revenue/expenditure budgeted?

Yes, funds are available in the General Fund Community Development Library Division account 010-3215-423.50-32 for FY 2024. Expenditures for future years are contingent upon City Council approval of annual appropriations.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this revenue/expenditure?

Yes, the budgeted line-item has sufficient funds for this expenditure for the remainder of Fiscal Year 2024. Expenditures for future years are contingent upon City Council approval of annual appropriations.

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager or his designee to award RFP 24-04, Security Guard Services at the Main Library to Security Reconnaissance Team Inc. in the amount of \$260,115, and that the City Manager, or his designee, is expressly authorized to execute any and all change orders with the amounts set by State and Local law.

DEPARTMENTAL CLEARANCES:

Community Development
Purchasing
Finance
Legal

ATTACHED SUPPORTING DOCUMENTS:

Bid Matrix
Agreement
Contract Verification Form
Certificate of Interested Parties
Presentation