



Office of the City Manager

**RECESS ITEM**  
**CONSENT CALENDAR**  
September 9, 2003

To: Honorable Mayor and  
Members of the City Council  
From: Weldon Rucker, City Manager  
Subject: Contract: Security Guard Services

**RECOMMENDATION**

Adopt a Resolution authorizing the City Manager to execute an amendment to the contract with Securitas Security Services USA, Inc. for security guard services at 1947 Center Street, extending the term of the contract for five (5) months through February 29, 2004, and increasing the amount by \$24,950 to an amount not to exceed \$49,900.

**NEGATIVE EFFECT IF ACTION IS DELAYED UNTIL AFTER COUNCIL RECESS**

The contract for these services expires in September of 2003. If this contract expires, the City will not have security services in the building.

**FINANCIAL IMPACTS OF RECOMMENDATION**

Funding for this contract is available from the project budget for the 1947 Center Street Operating Expenses. Funding is in the following budget code:

1947 Center Street Operating Expenses, budget code  
850-5412-410-3038-03CB71.....\$113,640

Contract Management System # AG6PN

**CURRENT SITUATION AND ITS EFFECTS**

The City currently has a contract with Securitas Security Services USA, Inc., formerly known as Pinkerton's Inc., to provide unarmed, uniformed security guard services at 1947 Center Street, Monday through Friday between 6:00 a.m. and 6:30 p.m. The contract for these services expires in September of 2003. If this contract expires, the City will not have security services in the building. City staff has moved into a temporary leased facility leaving the second, fifth and sixth floor occupied by non-city tenants who are scheduled to move back into 1947 Center Street in November of 2003 after renovations have been made.

During this transition period there will be an increase in foot traffic in and around the building from multiple contractors, vendors and construction crews. Continued security is needed to monitor the entrance and exits, screen visitors and report back to staff when necessary. Securitas Security Services personnel are fully trained and familiar with the building's layout, and are available to continue providing continued uninterrupted service.

BACKGROUND

1947 Center Street was purchased on April 1, 2003. The purchase of this building will result in the relocation of a number of City functions to the building, and tenant improvements must be made to the first four floors and the basement to accommodate these relocations. The previous owners had a contract with Securitas (Pinkerton’s Inc.) to provide daily security duties and, after the purchase; the City retained their services. The guards supplied by Securitas Security Services Inc. have been assigned to this building for many years, and provide a variety of services including but not limited to, monitoring the entrance and exits screening visitors and reporting back to staff when necessary. This contract amendment will cover a five (5)-month period from October 1, 2003 through February 29, 2004, allowing Securitas Security Services USA Inc. to continue providing security services at 1947 Center Street.

RATIONALE FOR RECOMMENDATION

A number of City functions will relocate into this building including the Finance Customer Service and Payment Center, and Parks and Recreation who will occupy the first floor. These functions deal mainly with Berkeley citizens, and provide various services including payment of parking citations, application and payment for business licenses, permits, and park programs. Therefore, the typical disruptions and confusion that occur during a move will have a greater impact on these departments and the public. A stationed guard will provide City staff with the support needed during the transition period, diminishing the impact of the move on the public.

During the transition from a partially vacant to a fully occupied building, an interim five-month contract will prevent a lapse in security while a long-term plan is being considered, and provide the support necessary to diminish the impact of the move on the public.

ALTERNATIVE ACTIONS CONSIDERED

Staff will study various security service alternatives to the building, and submit further recommendations for a long term security plan for 1947 Center Street to the City Manager for future approval.

CONTACT PERSON

Hallie Llamas, Real Property Administrator.....981-6334  
John Rosenbrock, Manager of Capital Projects.....981-6331

Approved:

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John Rosenbrock, Manager of Capital Projects

  
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Rene Cardinaux, AIA, Director of Public Works

RESOLUTION NO.     -N.S.

AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH SECURITAS SECURITY SERVICES USA, INC. FOR SECURITY GUARD SERVICES AT 1947 CENTER STREET, EXTENDING THE TERM OF THE CONTRACT FOR FIVE (5) MONTHS THROUGH FEBRUARY 29, 2004 AND INCREASING THE AMOUNT BY \$24,950 TO AN AMOUNT NOT TO EXCEED \$49,900

WHEREAS, the City of Berkeley is responsible for providing security services for 1947 Center Street; and

WHEREAS, the Public Works Department is not staffed to carry out this function; and

WHEREAS, on March 25, 2003, the City Manager authorized Contract No. 5973 with Securitas Security Services USA, Inc for security services in an amount not to exceed \$24,950 through September 30, 2003; and

WHEREAS, it is further recommended that Securitas Security Services USA, Inc. continue to provide security services since their personnel are fully trained and familiar with the building's requirements and are available to continue their assignments at the building without interruption; and

WHEREAS, funds are available to perform this work in the current year budget and this contract amendment has been set up in the Citywide contracts database CMS number AG6PN.

NOW THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized to execute an amendment to the contract with Securitas Security Services USA, Inc. extending the term of the contract through February 29, 2004 and increasing the amount by \$24, 950 for a total contract amount not to exceed \$49,900. (Budget code: 850-5412-410-3038-03CB71, CMS number AG6PN). A record signature copy of said contract to be on file in the Office of the City Clerk.