



Agenda Report

Fullerton City Council

MEETING DATE: MAY 7, 2024

TO: CITY COUNCIL / CITY MANAGER

SUBMITTED BY: DAISY PEREZ, DEPUTY CITY MANAGER

PREPARED BY: EDGAR ROSALES, SENIOR ADMINISTRATIVE ANALYST
RACHEL CASTANON, ADMINISTRATIVE ANALYST

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH
EXECUTIVE EVENT SERVICES FOR CITY-WIDE
SECURITY SERVICES

SUMMARY

The City solicited Requests for Proposals from professional security companies to provide unarmed security services at the Fullerton Community Center, Fullerton Public Library, Fullerton City Hall and Hunt Library. Staff requests awarding a professional services agreement to Slate Service Group, LLC DBA Executive Event Services.

PROPOSED MOTION

1. Approve and authorize City Manager, or designee, to execute and administer professional services agreement with Slate Service Group, LLC DBA Executive Event Services, for security services, in a form approved by the City Attorney.
2. Authorize City Manager, or designee, to execute and administer related documents and change orders, including renewal term options, in a form approved by the City Attorney.

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Authorize City Manager, or designee, to award the security services contract to an alternate security services provider and enter into an agreement, in a form approved by the City Attorney
- Reduce security level at Hunt Library
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The cost of \$407,000 includes 24-hour security for Hunt Library. The City Council could approve a not to exceed of \$407,000 and as we enter the new Fiscal we could evaluate and potentially reduce the hours to closer to 16 hours at Hunt Library.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Public Safety
- Fiscal and Organization Stability.

FISCAL IMPACT

Staff estimates the annual cost to provide security services at \$407,000. The Fiscal Year 2024-25 Proposed Operating Budget includes funding within various department budgets as summarized in the following table:

| Summary of Security Services Budget | | |
|--|----------------------|------------------|
| Location | Department | Budget |
| Fullerton Community Center | Parks & Recreation | \$71,000 |
| Main Library | Library | \$52,000 |
| Hunt Library | Library | \$229,000 |
| City Hall | Multiple Departments | \$55,000 |
| TOTAL | | \$407,000 |

BACKGROUND AND DISCUSSION

EES provides security services at the Fullerton Community Center, Fullerton Library and Fullerton City Hall during normal operating hours and events. Hunt Library has security guard services 24 hours a day, seven days a week, initially to vandalism when the building was vacant and continued through the construction phase. Hunt Library had a grand opening on April 13, 2024 and is open to the public. The current security services agreement expires on May 31, 2024.

The City posted a Request for Proposals (RFP) soliciting security services on January 18, 2024. Twenty-four security service providers submitted complete proposals. A team from the Parks and Recreation, Library and Public Works Departments scored proposals using the following categories: completeness, experience, service plan, work performance and reference check.

Professional Services Agreement for City-Wide Security Services
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Staff selected Slate Service Group, LLC DBA Executive Event Services as the firm best meeting City security service needs. The proposal reflects a commitment to the safety and security of the organization and its stakeholders.

Attachments:

- Attachment 1 – Professional Services Agreement

cc: City Manager Eric J. Levitt