



Agenda Item Form 2004

Agenda Date: JULY 13,

Districts Affected: 8

Dept. Head/Contact Information: Byron Johnson, Director of Purchasing

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- General Fund
 Grant (duration of funds: _____ Months)
 Other Source:

Legal:

- Legal Review Required Attorney Assigned (please scroll down): None Approved Denied

Timeline Priority: High Medium Low # of days: _____

Why is this item necessary:

To amend contract 2002-123 to add security services at the parking lot located at Mills and Ochoa. The Central Regional Command Center parking facility is being demolished and parking requirements for the Command are being shifted to the parking lot at the corner of Ochoa and Mills. This parking lot is unsecure and requires a security presence

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

\$42,238.56 estimated annually for security service. Hourly rate of \$9.67.

Statutory or Citizen Concerns:

None

Departmental Concerns:

None



DATE: July 7, 2004

CITY CLERK DEPARTMENT

TO: Municipal Clerk

BY *Byron E. Johnson* JUN 12 58

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313

Byron E. Johnson

THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Please place the following item on the **CONSENT** agenda for the Council Meeting of **JULY 13, 2004**.

Item should read as follows:

Request Change Order #1 to Contract 2002-123, Security Guard Service for the Police Department, to add security services at the parking lot located at Mills and Ochoa. Effective July 18, 2004 through the expiration of the contract.

Department: Police
Funds Available: 21010050-01101-502212
Funding Source: General Fund
Districts: 8

Contact person: Monica Vera, Administrative Analyst at 541-4234.

AGENDA FOR: **JULY 13, 2004**

*

DATE: July 7, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson/Monica Vera



Purchasing Department - 4308-4234

Please place the following item on the CONSENT agenda for the Council meeting of July 13, 2004

Item should read as follows:

Request Change Order #1 to Contract 2002-123, Security Guard Service for the Police Department, to add security services at the parking lot located at Mills and Ochoa. Effective July 18, 2004 through the expiration of the contract.

Department: Police
Funds Available: 21010050-01101-502212
Funding Source: General Fund
Districts: 8

CITY OF EL PASO PURCHASING CHANGE ORDER

DATE: 07/07/04

CHANGE ORDER NO.: 1

BID NO.: 2002-123

TO (Vendor): Mike Garcia Merchant Security

DEPT. ID# 21010050
PROJ/GRANT/USER:
FUND: 1101
ACCOUNT 502212
PO NO.:

You are directed to make the following changes in this Contract:

Change order to Contract 2002-123, Security Guard Service for the Police Department, to add security services at the parking lot located at Mills and Ochoa. Includes one guard and one supervisor at the unit price of \$9.67 per hour from 6:00 PM to 6:00 AM (or as required) seven days per week.

CHANGE ORDER AMOUNT : \$42,238.56 (annual estimate)

Original Contract Award

Net Change by previous Change Orders

Contract Sum prior to this Change Order

Contract Sum will be (increased)

New Contract Sum, including this Change Order

Total Net Value of Change Orders To Date

\$174,369.44 (annual estimate)

\$0.00

by this Change Order

\$42,238.56 (annual estimate)

\$216,608.00 (annual estimate)

\$42,238.56

Effective Date: July 18, 2004 through the expiration of the contract

Net Change Order Percentage (Not to exceed 25%) 24.223%

CITY OF EL PASO	
TWO CIVIC CENTER PLAZA EL PASO, TX-79901	
CITY COUNCIL ACTION REQ'D: CIRCLE ONE: YES NO	
DATE APPROVED: _____	
PURCHASING DEPARTMENT:	
By: <u>Byron E. Johnson</u>	
Byron E. Johnson, C.P.M. Director of Purchasing	
Date: <u>7/8/04</u>	

CITY OF EL PASO CITY ATTORNEY'S OFFICE	
By: <u>Ruth Reyes</u>	
Date: <u>7/8/04</u>	
By: _____	
Date: _____	

USER DEPARTMENT	
By: <u>Byron E. Johnson</u>	
Date: _____	

VENDOR	
By: <u>Mike Garcia</u>	
Date: <u>7-7-04</u>	

*Subject to the Terms and Conditions of the City of El Paso Purchase Orders and any related bid specifications except as herein amended.



MEMORANDUM



TO: Ray Heredia, Procurement Analyst

FROM: Stuart C. Ed, Police Administrative Services Manager *SC*

DATE: July 6, 2004

SUBJECT: Mike Garcia Merchant Security Contract Amendment
Cost and Price Analysis/Recommendation

As you are aware, the Central Regional Command Center parking facility is being demolished and parking requirements for the Command are being shifted to the parking lot at the corner of Ochoa and Mills. This Ochoa and Mills parking lot is unsecure and requires a security presence.

Attached is a proposal from Mike Garcia Merchant Security, Inc. to provide the security service that includes one guard and one supervisor at a unit price of \$9.67 per hour. This price is fair and reasonable as it reflects the same hourly rate as that in the original contract.

The Department seeks security at the Ochoa and Mills Parking Lot from 6:00 PM to 6:00 AM seven days a week.

The calculations reflecting this scope of work are provided below:

Unit price per hour:	\$9.67
Hours per day:	12
Daily cost:	\$116.04
Weekly cost:	\$812.28
Contract Amendment effective date:	July 18, 2004
Contract Amendment effective through expiration of the original contract, or until services are no longer required.	

Available funding for this amendment is located in Department ID 21010050, Funding Code 01101, Account 502212.

My number is 564-7381 if you have any questions.

Mike Garcia Merchant Security, Inc.

Telephone: (915) 772-7047
Facsimile: (915) 772-7489
Email: mike@merchant-security.com
Web Site: www.merchant-security.com

Miguel U. Garcia
6000 Welch, Suite 11
El Paso, Texas 79905-4728

June 30, 2004

Stuart Ed
Director of Administration
City of El Paso
Police Department
El Paso, Texas 79901

RE: Security Guard Service Amendment:

Dear Stuart Ed:

I appreciate the opportunity to respond to your request for a proposal.

The following is an Amendment to the present Security Guard Contract to provide an armed security guard at The City of El Paso Police Garage located at Mills & Ochoa, El Paso, Texas 79901.

My proposal briefly describes some of our core planning, training, and quality control elements which help us evaluate and maintain a high level of service for your operations.

I look forward to meeting with you and your staff to discuss your objectives.

Sincerely,



Miguel U. Garcia
President

Scope of Work:

As requested, Merchant Security is proposing to provide armed uniformed security officers at The El Paso Police Garage in El Paso, Texas. At the present time, Security officer basic duties will involve but will not be limited to:

- provide high visibility to unauthorized intruders on client premises;
- assist in monitoring company and subcontractor pedestrian and vehicular traffic;
- initiate incident and security reports as applicable;
- inspect for burglary, vandalism, graffiti, or sabotage of client property
- inspect for lights and electrical power problems;
- inspect and detect fire, smoke or unusual fumes;
- report misconduct or disruptive loitering on property;
- inspect for any safety or unusual hazards or obstructions on company facilities.

Guard Services Program:

1. **Interviews:** Our goal in this phase is to develop and understanding of your security objectives and strategies by conducting interviews with management and other key personnel involved in your operations. We use a structured format designed to obtain specific logistical and operational data to analyze your present loss prevention status and potential future needs.
2. **Site Survey:** We conduct a preliminary study of your facility to review existing security policies and procedures. Our survey includes surrounding geographic areas surrounding the site to assess the potential for crime, business interruptions, emergencies, and other contingencies. Finally we take note of ancillary services that security officers perform such as access control, public relations, crime deterrence, parking lot and building facility inspections, shipping and receiving duties, safety monitoring, etc.
3. **Needs Analysis:** We review information gathered through interview in light of geographic and industry conditions to spot emerging needs, vulnerabilities, or possible threats to security and loss prevention.
4. **Post Orders:** Based on the survey and needs analysis we begin to compile a set of custom specifications and procedures that define how Merchant Security will address your security needs. The plan document contains general and site-specific guidelines to be used by security officers. Post orders are prepared for each location, post and shift.

Proposed Operational Plan and Fees:

Merchant Security's wage structures are competitive and are above average for the area and industry. Our Guard program combines and continuing educational process with achievement incentives that reward security officers and supervisors for learning and participating in the creation and maintenance of our client's security program. This enables us to retain and develop a guard force of trained motivated and professional security officers.

Estimated Fees:

Estimated Hours required by the Police Department:

An Armed Guard on duty from 6:00 P.M. to 6:00 A.M. Seven days a week 365 days a year for the duration of the contract, or until the work on this project is finish.
Annual hours are 4,380 hours

Unit Price Per Hour	\$ 9.67	Tax Exempt
Monthly:	\$3,529.16	
Annual:	\$42,349.98	

This quote includes the provision of a Guard, and Guard Supervisor on duty at no extra cost, to check the guard once every shift and to assist the guard in any emergencies or incidents. He/She will be equipped with a two way-radio to report to the supervisor every hour. He/She will report any emergencies to the supervisor who in turn will call the Police, Fire Department.

The Supervisor will also be tasked with specific security management duties representing our company. The Supervisor, the guard and a dispatcher will be train on the job description, so that management does not have to train a replacement guard. The guard will turn in every day activity sheets and incident reports to management. With the help of management, we will design post orders.