

**COUNTY OF MILWAUKEE**  
**INTER-OFFICE COMMUNICATION**

**DATE:** October 6, 2014

**TO:** Supervisor Marina Dimitrijevic, Chairperson, Milwaukee County Board of Supervisors

**FROM:** Gary Waszak, Facilities Maintenance Manager, Department of Administrative Services

**SUBJECT: SECURITY SERVICES FOR MILWAUKEE COUNTY FACILITIES**

**REQUEST**

The Department of Administrative Services (“DAS”) seeks approval to enter into an Agreement with AlliedBarton Security Services (“AlliedBarton”) for the provision of security services in Milwaukee County (“County”) facilities. We respectfully request this report and attached documents be referred to the Finance, Personnel and Audit Committee for consideration; additionally, we would be pleased to provide an informational presentation to the Transportation, Public Works and Transit Committee.

**BACKGROUND**

The Marcia P. Coggs Human Service Center (“Coggs”), along with other certain County Grounds facilities, contract with outside vendors for security services. The security service provider for Coggs provided a 30-day notice to the County on June 21, 2014 that it was terminating its contract as of July 21, 2014. Selection of a replacement provider required that DAS undertake a competitive acquisition process.

As a result, DAS determined the need to issue an RFP to secure a new security services provider at Coggs and obtain a temporary provider during the RFP process. As required by Chapter 32, because the value of the services provided by a temporary provider was less than \$100,000, DAS solicited quotes for month-to-month security services from three prospective vendors, and ultimately entered into a short term, month-to-month agreement for security services with AlliedBarton. The provisions of the month-to-month agreement met the County’s living wage requirements.

On July 14, 2014, DAS, issued an RFP (RFP # 948006) pursuant to Chapter 32 of the Milwaukee Code of General Ordinances, soliciting proposals from vendors for provision of security services for County facilities. Proposals were due by August 15, 2014, and also required that proposers comply with the County’s living wage requirements.

The RFP outlined such elements as minimum standards and requested services in order for proposers to offer solutions to the objectives, problems, and needs set forth in the RFP. Proposers were encouraged to define how they intended to meet or exceed the RFP requirements. The RFP was developed with direct input from facility stakeholders and operational personnel.

The RFP described evaluation criteria (including cost, technical knowledge and experience, quality of labor/personnel, and work history) and the relative weights applied to each criteria.

Broad notification of the RFP was performed via publication, posting on the Milwaukee County procurement website, posting on the Milwaukee County Business Opportunity Portal, use of the County's E-notify System, and direct identification of potential vendors. A pre-bid conference and tours of all facilities covered by the RFP were held. By the proposal deadline, eleven proposals were received. Community Business Development Partners set a DBE participation goal of 13.5%, and determined that AlliedBarton met that participation goal.

## **DISCUSSION**

Prior to receipt of RFP responses, DAS determined to convene an Evaluation Panel to review the proposals received in response to the RFP in order to help ensure that various internal stakeholders' requirements were met and to perform an individual and independent evaluation of scoring criteria as outlined in the RFP. The Evaluation Panel was established to provide additional evaluative expertise.

Upon receipt of RFP responses, each Evaluation Panel member performed an independent and individual evaluation related to technical elements of the RFP. The RFP Administrator scored the cost component of the RFP. At the conclusion of the evaluation process, AlliedBarton's total score (cost, technical knowledge, experience, quality of labor/personnel, and work history) was the highest of all proposers. The Evaluation Panel determined to issue an intent to award the contract to AlliedBarton, and the notice of intent to award was released to all proposers on September 25, 2014 as required by MCGO 32.50. No protests were received. Therefore, MCGO 32.40(6) (relating to protests and appeals prior to submission for board approval prior to award) has been satisfied, along with all other MCGO requirements for competitive acquisitions.

The Department of Administrative Services conducted additional negotiations with AlliedBarton, and a final written agreement is awaiting required signatures subject to board approval. Corporation Counsel, Risk Management and CBDP have all reviewed and approved the agreement and the underlying documents.

The proposed agreement is for one year, with two optional one-year renewal terms. The County may terminate the agreement at any time for any reason upon 60 days advance written notice to AlliedBarton. In the event of the expiration or termination of the agreement, AlliedBarton will be required to continue to provide services for up to 90 days while new service provider(s) are phased in. While the agreement allows for modification of services to reflect current needs of the covered facilities, all security services performed under the current terms of the agreement.

For the period of November 17 to December 31, 2014, services under the agreement will be provided for \$48,400. This exceeds the 2014 budget by approximately \$14,800, mainly due to the unbudgeted fiscal effects related to the County's living wage ordinance. DAS-Facilities Management will absorb the 2014 cost increases. The 2015 estimated contract amount, is \$419,800.

If the County and AlliedBarton mutually agree to extend the optional one-year renewals, any contract price adjustments will be negotiated between the County and AlliedBarton based on documented Consumer Price Index (CPI) and Producer Price Index (PPI) data as published by

the US Department of Labor, Bureau of Labor Statistics. In no case shall the contract price for the renewal year(s) exceed 3.0% of either the CPI or PPI.

## **EXPERIENCE WITH ALLIEDBARTON**

AlliedBarton is the largest American-owned security officer services company in the U.S. Established in 1957, AlliedBarton has proven expertise in Government Services, Colleges & Universities, Commercial Real Estate, Healthcare, Transportation and Utilities. They have 55,000 employees with 120 regional and district offices located across the country, helping provide security services to over 3,000 clients. AlliedBarton has a strong presence in the upper-Midwest, serving organizations including WE Energies, SC Johnson, the Milwaukee Center at 111 E. Kilbourn Ave., 100 E. Wisconsin Ave., the Milwaukee Intermodal Station, and the Blue at 310 W. Wisconsin Ave. They provide security staff access to a comprehensive medical and dental plan and a robust initial and ongoing training program, fully leveraging their national experience and expertise across a wide variety of security capabilities. Finally, AlliedBarton is committed to the Hire Our Heroes program, having hired over 3,000 veterans in 2013 alone. Here is a link to the AlliedBarton website for additional information:

<http://www.alliedbarton.com/About-Us>

AlliedBarton has been providing security services at Coggs since July 21, 2014. Feedback from the State of Wisconsin has been overwhelmingly positive. Specifically, Brenda Clifton, Section Chief Building & Space Management, DES, Department of Health Services for the State of Wisconsin originally expressed concern regarding the transition from the original security services provider to a new provider; since then she and her staff have been pleased with the level of professionalism and expanded services provided by AlliedBarton and she looks forward to them maintaining the security of the facility.

Additionally, AlliedBarton retained four of the approximately ten staff with the original security service provider, making the transition easier for Coggs tenants and staff.

## **BENEFITS OF TRANSFERING RISK OF PERFORMING SECURITY SERVICES TO THIRD PARTY VENDOR**

An added benefit of using a security service provider such as AlliedBarton is risk mitigation and risk transfer. A firm like AlliedBarton has the scale, expertise and resources to hire, train and retain a stable of security professionals to ensure that not only are all stations manned, but they are manned with well trained and supervised staff. Contracting with a security service provider also mitigates risk to Milwaukee County because it is the firm that takes on much of the associated potential liability. Upon execution of the arrangement, AlliedBarton assumes complete liability for any and all injuries incurred by the security guards during the course and scope of their employment. Further, any third party damages that occur from the security services related to the contract are the full responsibility of AlliedBarton, who contractually indemnifies the County for any associated claims or litigation in which the County may be named.

## **RECOMMENDATION**

DAS recommends approval of the proposed agreement this cycle to ensure continuity of security services at the Coggs facility.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "Gary Waszak", is written over a horizontal line.

Gary Waszak, Facilities Maintenance Manager, Department of Administrative Services

- cc: Milwaukee County Executive Chris Abele
- Raisa Koltun, Chief of Staff, County Executive
- Milwaukee County Board of Supervisors
- Don Tyler, Director of Administrative Services
- Kelly Bablitch, Chief of Staff, County Board of Supervisors
- Scott Manske, Comptroller