



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 15

Agenda Date: December 5, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Security Services for San Antonio International Airport

SUMMARY:

This ordinance authorizes a contract with Universal Protection Services, LP dba Allied Universal Security Services to provide security services at the San Antonio International Airport for an estimated annual cost of \$1,179,334, for a total contract value of \$5,896,670 from January 1, 2025, through September 30, 2027, with two additional one-year renewals at the City's option. Funding for the first year of the contract in the amount of \$1,091,070 is available from Airport Operating and Maintenance Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Universal Protection Services, LP dba Allied Universal Security Services to provide security services to include training, managing, scheduling and supervising staff to monitor various access points at the San Antonio International Airport inclusive of conducting inspections and coordinating entry with the Aviation Department and other agencies. Services are needed to provide secured area access management and monitoring services in order to meet federal regulations and counter

evolving threats. Airports utilize these types of services to be in compliance with Transportation Security Administration (TSA) directives, airport security plans and the safety and security of passengers, vendors and airport staff. In addition, these firms are cognizant of the need to provide excellent customer service at airports.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Security Services for San Antonio International Airport” (RFCSP 24-095; 6100017916) on May 10, 2024, with a submission deadline of July 22, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Seven proposals were received, and all seven proposals were deemed responsive for evaluation.

The evaluation committee consists of representatives from the City Manager’s Office, Aviation Department, and Information Technology Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 40 points allotted for experience, background and qualifications; 40 points allotted for proposed plan; and 15 points allotted for respondent’s price schedule and 5 preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met for an initial evaluation to discuss and score the seven responsive proposals on October 11, 2024, and after initial scoring, the committee’s recommendation was to conduct interviews with the top three highest-ranked firms. The evaluation committee convened for interviews and discussion on October 25, 2024. After interviews, the evaluation committee discussed and scored the shortlisted firms based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the price scores and SBEDA scores were revealed. Universal Protection Services, LP dba Allied Universal Security Services, the highest-ranking firm, was recommended for award by the evaluation committee.

A pre-solicitation B-Session briefing was presented to Council on April 3, 2024, prior to the solicitation being released. In addition, a post-solicitation briefing was presented to Council through a memo dated, November 7, 2024, with staff’s recommendation for Council award.

The initial term of the agreement will begin on January 1, 2025, through September 30, 2027, with two additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

ISSUE:

This contract will provide security services at the San Antonio International Airport. Services include training, managing, scheduling and supervising staff to monitor various access points at the San Antonio International Airport inclusive of conducting inspections and coordinating entry with the Aviation Department and other agencies. The services are needed to provide secured area access management and monitoring services in order to meet federal regulations and to be in

compliance with TSA directives, airport security plans and the safety and security of passengers, vendors and airport staff.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with five (5) evaluation preference points. Universal Protection Services, LP dba Allied Universal Security Services was not eligible to receive any points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, the Aviation Department may be required to process individual procurements on an as needed basis, effecting the security of the San Antonio Airport System and causing the Aviation Department to fall out of compliance with TSA directives. Additionally, processing individual procurements will affect the cost of services due to non-contracting pricing.

FISCAL IMPACT:

This ordinance authorizes a contract with Universal Protection Services, LP dba Allied Universal Security Services to provide security services at the San Antonio International Airport for estimated annual cost of \$1,179,334, for a total contract value of \$5,896,670 from January 1, 2025 through September 30, 2027, with two additional one-year renewals at the City's option. Funding for the first year of the contract in the amount of \$1,091,070 is available from the Airport Operating and Maintenance Fund FY 2025 Adopted Budget. Funding for subsequent year is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.

