



CITY OF WAUKESHA

Administration

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Committee: Transit Commission	Date: 4/23/2015
Common Council Item Number: 15-2436	Date: 5/5/2015
Submitted By: Fred Abadi- Public Works	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Approval of 3 Year Security Service Contract at the Transit Center to Per Mar Security Services	

Details:
 The security services involve having a security guard at the Transit Center for two hours every morning opening the Transit Center and making sure everything is in order for the service day. The security guard is also on duty for a longer period in the late afternoon and until the end of service Monday–Saturday. The guard monitors the first floor transit area as well as the second and third floor parking areas and stairwells. The cost of this service is split between Transit and Parking. The current security services contract at the Transit Center expires in July 31st, 2015 and Transit sent out a request for proposals for security services for the next years starting August 1, 2015. Transit received four proposals. One of the proposals was deemed technically insufficient and was not evaluated. The remaining three proposals were evaluated by Transit and Parking staff. The evaluation committee recommends award of the security service contract to Per Mar Security Services for \$14.55 Year 1, \$14.80 Year 2, and \$15.05 Year 3. Per Mar scored significantly higher on technical capabilities than the other two and was a close second on cost which combined gave Per Mar the highest overall score.

Options & Alternatives:
 Security service is vital to the Transit Center operations so foregoing this service is not a viable option. An alternative to contracting out security is to bring it in house, however, it would likely cost significantly more than the current contracted rate because it would require Transit to recruit, hire, train and oversee the security officers in addition to paying the security staff wages and benefits. In addition, Transit does not have staff that is expert in security operations which would require either the hiring of a security manager or providing in depth training of staff to educate them on security operations. Most transit agencies outsource security services with the exception of the very large agencies that have their own transit police force. Thus outsourcing security services is the most viable option.

Financial Remarks:
 Given Per Mar's cost proposal, the yearly total costs given the current schedule would be \$35,618.40 Year 1, \$36,230.40 Year 2, and \$36,842.40 Year 3. The Transit Commission and Parking Utility split the costs of the service 52% Transit, 48% Parking. The cost for this service is included in the annual Transit and Parking



operating budgets. The Parking Utility share of costs will be projected to be Year 1 \$17,096.83; Year 2 \$17,390.59; Year 3 \$17,684.35 to Account 7730.52470.

Executive Recommendation:

Recommend approval.

Committee Recommendation:

Transit Commission recommends approval.