

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2008-56**

**Contract Award for Unarmed Security Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	6/5/08	Discussion/Possible Action to Recommend Board Approval	Hamid Qaasim, Chief Safety, Security and Quality Assurance Officer	(206) 398-5037
Board	6/12/08	Action	<b>Kenneth Cummins, Chief Security Officer</b>	(206) 398-5322

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Property Acquisition	<input type="checkbox"/>

**PROJECT NAME**

Unarmed Security Services

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a three-year contract with two one-year options with Securitas Security Services to provide unarmed security services, for a total authorized contract amount not to exceed \$14,000,000.

**KEY FEATURES of PROPOSED ACTION**

- This action authorizes the execution of a three-year contract, expiring June 30, 2011, with two one-year options to extend.
- The scope of this contract includes unarmed security services to patrol rail stations, park and rides, parking garages; provide security for various administration, real properties, and storage facilities; provide parking and fare enforcement; and offer assistance to passengers.
- Unarmed security officers will staff the Sound Transit communications center in Union Station, which provides coordination among unarmed security officers, station agents and law enforcement officers; acting as the main point of contact for all three types of personnel.
- In 2007, modifications to the Sound Transit security plan were developed to enable the Agency's contracted security staff to focus primarily on agency security needs, and to respond to Sounder commuter rail customer service needs through the station attendant approach commonly used throughout the rail transit industry.

## **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action will exercise a three-year contract with two one-year options with Securitas Security Services to provide unarmed security services at various facilities for Sound Transit, during the period from July 1, 2008 to June 30, 2011.

In 2008, the proposed action will be funded through a combination of operations budgets for Sounder, ST Express, Tacoma Link, Union Station staff, as well as budgets for Central Link start-up and net non-capitalizable costs (non-cap). The estimated costs for Sounder in 2008 are \$1,272,000, \$231,000 for ST Express, \$219,000 for Tacoma Link, \$75,000 for Union Station, \$200,000 for Central Link Operations and Maintenance (O&M) facilities, and \$20,000 for non-cap stations.

Funding for Sounder's portion in 2008 includes \$1,708,123 for Security and Safety, and \$949,174 for contingency. The Adopted 2008 Budget includes \$590,084 for ST Express Security & Safety and \$477,906 for Tacoma Link Security Services. The total budget for Central Link Start-up is \$5,929,784, of which \$300,000 is budgeted for private security services. The budget for non-cap Central link stations Safety and Security is \$20,000. Funding for Union Station is included in Transportation Services Staff Operations budget, the total for services is \$1,265,000, of which \$150,000 is budgeted for Safety & Security.

From January through August 2009, budget authority under the proposed contract for Central Link O&M facilities and non-cap stations will be included in Start-up and non-cap budget. Starting September 2009, budget authority for Central Link O&M facilities and stations will be included in Central Link operations budget. Budget authority beyond 2009 will be included in Central Link operations budget only.

## **BUDGET TABLE**

The proposed contract is funded through a combination of existing budgets from the Adopted 2008 Budget and Proposed 2009 Budget. The impact of this contract on the current and proposed future budgets is illustrated below.

### **Summary for Board Action (X \$1,000)**

Action Item: To execute a contract with Securitas Security Services to provide unarmed security services at various Sound Transit facilities.

	(A)	(B)	(C)	(D)	(E)
	Adopted 2008 budget (1)	Spent to date in 2008	Contract Expenditures 2008	Remaining 2008 Budget	Future Spending beyond 2008
<b>Current Year Budget</b>					
Sounder Commuter Rail & Contingency	2,657	1,197	1,272	188	4,845
Tacoma Link	478	147	219	112	1,428
ST Express	590	152	231	207	3,497
Union Station Staff Safety and Security	150	48	75	27	300
Link Start-up	300	65	200	35	230
Link Operations	-	-	-	-	1,635
Net non-capitalizable costs	20	-	20	-	48
<b>Total</b>	<b>4,195</b>	<b>1,609</b>	<b>2,017</b>	<b>569</b>	<b>11,983</b>

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Securitas Security Services	-	2,017	11,983	14,000
	-	2,017	11,983	14,000

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Securitas Security Services	-	-	14,000	14,000
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>14,000</b>
Percent Contingency	-	-	0%	0%

#### **Notes:**

<sup>1</sup> Represents Adopted 2008 Budgets for Sounder Commuter Rail, Tacoma Link, Union Station, ST Express, Central Link start-up and Non-cap. The budget information relating to Sounder, Tacoma Link and ST Express can be found on page 55, 51 and 59 of the Adopted 2008 Budget book, respectively. The budget information for Central Link start-up budget is included in construction phase of project 300 on page 95 of the Adopted Budget book, information related to Central Link non-cap stations is included in Non-cap costs budget on page 22. Budget information related to Union Station can be found in the service section of Transportation Services Staff Operations budget on page 208.

## **SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

Securitas Security Services is the prime consultant for this contract and will perform 100% of the work.

### **EEO Commitment**

Securitas's Seattle area workforce demographics are 19% women and 48% minorities. Securitas has committed to uphold and enforce all applicable state and federal EEO rules and regulations.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

Sound Transit uses a three-layered approach to provide system and operational security for its customers and staff. First, station agents provide customer service on Sounder platforms, assisting customers while also monitoring facility for unsafe conditions and potential hazards. Secondly, unarmed security officers provide a consistent and uniformed presence to deter unauthorized activity on Sound Transit facilities and vehicles. These officers will also patrol the revenue service vehicles and protect them during off-service hours. Lastly, an agreement with the King County Sheriff's Office will provide commissioned police officers to provide law enforcement to the facilities and vehicles by addressing criminal and nuisance activities that require law enforcement officers. Their presence also provides another level of deterrence which, in turn, enhances the security environment for our customers.

In 2008, Sound Transit conducted a competitive procurement process to select a firm to provide unarmed security services for Sounder Commuter Rail, Tacoma Link, Central Link and Sound Transit parking garages, park and rides and administration buildings. Securitas Security Services was selected as a result of that competitive process.

The contract term is for the period of July 1, 2008 through June 30, 2011. The scope of this contract includes unarmed security services for Sounder Commuter Rail, Tacoma Link, Central Link, Sound Transit facilities and administration buildings. Unarmed security officers increase security by providing the physical presence of uniformed authority. These officers respond to a variety of issues that do not require commissioned police officers. They patrol rail stations, park and rides, and parking garages; provide security for various administration, real properties and storage facilities; provide parking and fare enforcement; and offer assistance to passengers.

Securitas will also staff the Sound Transit communications center, located in Union Station, 24 hours a day, providing coordination among unarmed security officers, station agents and law enforcement officers. The communications center acts as the main point of contact for all three types of personnel.

### **Analysis of Contracting Out versus In-House**

An ASIS Security Survey shows that proprietary security is, on average, 25% more per hour than contracted security in terms of wages alone. A staff cost estimate shows an additional 30% for benefits would be required on top of the wage increase. Not included in the initial staff estimate are the costs for background checks, training and uniforms. Additionally, contracted security allows Sound Transit to pay per the hour for security rather than per FTE. Staff estimates show that providing the same level of coverage and service would require approximately 100 FTEs in staffing and management.

### **Prior Board/Committee Actions**

None.

### **CONSEQUENCES of DELAY**

The current unarmed security services will end prior to executing this contract. A delay or denial of this action beyond the end of June may result in a disruption of security services.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**ENVIRONMENTAL COMPLIANCE**

SSK 5/28/08

**LEGAL REVIEW**

JW 5/30/08

## **SOUND TRANSIT**

### **MOTION NO. M2008-56**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options with Securitas Security Services to provide unarmed security services, for a total authorized contract amount not to exceed \$14,000,000.

#### **Background:**

Sound Transit uses a three-layered approach to provide system and operational security for its customers and staff. First, station agents provide customer service on Sounder platforms, assisting customers while also monitoring facility for unsafe conditions and potential hazards. Secondly, unarmed security officers provide a consistent and uniformed presence to deter unauthorized activity on Sound Transit facilities and vehicles. These officers will also patrol the revenue service vehicles and protect them during off-service hours. Lastly, an agreement with the King County Sheriff's Office will provide commissioned police officers to provide law enforcement to the facilities and vehicles by addressing criminal and nuisance activities that require law enforcement officers. Their presence also provides another level of deterrence which, in turn, enhances the security environment for our customers.

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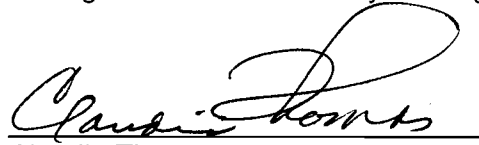
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Unarmed security officers will also staff the Sound Transit communications center, located in Union Station, 24 hours a day, providing coordination among unarmed security officers, station agents and law enforcement officers. The communications center acts as the main point of contact for all three types of personnel.

#### **Motion:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options with Securitas Security Services to provide unarmed security services, for a total authorized contract amount not to exceed \$14,000,000.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 12, 2008.



Claudia Thomas  
Board Vice-Chair

ATTEST:



Marcia Walker  
Board Administrator