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**Title:** Motion to accept bid for security services at Littleton Municipal Courthouse

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**Attachments:** 1. Security Bids

Date	Ver.	Action By	Action	Result
8/15/2017	1	City Council	approved	Pass

Agenda Date: 08/15/2017

Subject:  
Motion to accept bid for security services at Littleton Municipal Courthouse

Presented By: Wendy Heffner, City Clerk

**POLICY QUESTION:**

Does city council support approving a contract with G4S for court security services?

**BACKGROUND:**

An RFP was distributed May 24, 2017 seeking a qualified armed security guard service contractor for the Littleton Municipal Court? The contract security guards are responsible for crime detection, crime prevention and deterrence, and control of the entrance and exit of personnel and the public to the courthouse. The term is for 24 months. In order to cover all of the hours of court operation, one full time and one part time security guard are required.

**STAFF ANALYSIS:**

The city clerk and the court supervisor reviewed the bids. Experience, reputation and costs were analyzed.

*Per Littleton’s Charter: Sec. 97.Competitive Bidding*

*Before the purchasing officer makes any purchase of supplies, materials or equipment in excess of one thousand five hundred dollars, or in an amount as may be adjusted by Council by ordinance every even-numbered year, he or she shall give ample opportunity for sealed competitive bidding, with such general exceptions as the Council may prescribe by ordinance, the Council shall not exempt any individual contract, purchase or sale from the requirement of competitive bidding.*

*No officer, appointee or employee of the City shall be financially interested, directly or indirectly, in the sale of any land, materials, supplies or services to the City, except in case of purchases submitted to competitive bidding or not exceeding an aggregate of two hundred fifty dollars in any one year. The lowest and best bid*

*shall be accepted or all bids will be rejected. If the lowest bid is not accepted as being the best, such rejection must be approved by the Council. Provisions in this section shall not apply to professional or technical services, or services of regulated public utilities or other governmental agencies. All invitations to bid shall require bidders to meet the requirements of state statutes regarding preference of State products. (Sec. 97; amd. Ord. 26, Series of 1983; Amended, Election of 11-3-2015)*

**OPTIONS/ALTERNATIVES:**

Bids were received from six companies. All of the companies were qualified: two were located in Colorado Springs and there was concern about the ability to respond quickly, one company did not have enough experience, and one company was too expensive. The qualified bids were narrowed to G4S and another company. Both companies have experience with court security and both have excellent reputations. G4S is the current security guard service contractor at the Littleton Municipal Court and Judge Feldman and the staff are very satisfied with their service and protection. G4S's bid for one full-time security guard is \$53,144, and \$26, 572 for one part-time security guard for a total of \$80,000 per year.

An option would be to hire one full and one part-time guard as regular employees. The cost for a one full-time security guard is estimated at \$84,258, and one part-time guard is estimated at \$40,798 for a total of \$125,056.

**FISCAL IMPACTS:**

G4S has performed security guard service at the Littleton Municipal Court since January 2017. This contract will result in the hourly rate decreasing from \$30 to \$25 per hour.

**STAFF RECOMMENDATION:**

Staff recommends approval of a contract with G4S as the armed security guard service contractor for the Littleton Municipal Court. Court staff is pleased with the level of security G4S currently provides to staff, judges and the citizens of Littleton.

**PROPOSED MOTION:**

I move to approve a contract with G4S as the armed security guard service contractor for the Littleton Municipal Court.