



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Contract for Security Guard Services at HHA Elderly Developments

**2. Date of Board Meeting:** May 17, 2016

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President and CEO to make any necessary changes or corrections and execute a one-year contract, with an option to renew two (2) additional years (in one year increments), not to exceed \$230,000 annually with Blackhawk Security Services Inc., for Security Guard Services at HHA Elderly Developments (Bellerive, Lyerly, and Telephone Road), pursuant to the memo dated May 2, 2016 from George Griffin III, Vice President of Housing Operations to Tory Gunsolley, President & CEO.

**4. All Backup attached?**

Yes       No

*If no, what is missing and when will it be submitted:* \_\_\_\_\_

**5. Department Head Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No      Source \_\_\_\_\_

Account # \_\_\_\_\_

**VP of FO Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

**7. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



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**MEMORANDUM**

**TO:** TORY GUNSOLLEY, PRESIDENT & CEO  
**FROM:** GEORGE GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS  
**SUBJECT:** CONTRACT FOR SECURITY GUARD SERVICES AT HHA ELDERLY DEVELOPMENTS  
**DATE:** MAY 2, 2016

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President and CEO to execute a one-year contract, with an option to renew two (2) additional years (in one year increments), not to exceed \$230,000 annually with Blackhawk Security Services Inc., for Security Guard Services at HHA Elderly Developments (Bellerive, Lyerly, and Telephone Road).

Additionally, this memorandum recommends that if the contract with Blackhawk Security Services Inc. is terminated before the contract expires; the President & CEO has the option to obtain services from the next lowest, responsive vendor. In addition, if the contract expires the President & CEO has the authority to enter into a month to month contract until a new contract is signed.

**BACKGROUND**

In November 2006, the City of Houston passed an ordinance No. 2006-1124 to create the Blue Star Multi-Housing Program, to increase the security and safety of multi-unit complexes in the city. This ordinance stated that for properties to which there is a high concentration of calls-for service from the Houston Police Department (HPD), the city mandates that the owners of the property hire security services to reduce crime.

On February 19, 2013, the Houston Housing Authority Board of Commissioners approved Resolution No. 2649 authorizing HHA to execute an agreement with Vets Securing America. HHA exercised its last option to extend the exiting contract which expires in May 2016.

On February 21, 2016, HHA published Request for Proposals (RFP 16-05) Unarmed Security Guard Services at Housing Authority Elderly Developments (Bellerive, Lyerly, and Telephone Road). The RFP was advertised in the Houston Chronicle, on HHA's website, and the State of Texas Website.

Below is the Scope of Work (SOW) contained in RFP 16-05 for Unarmed Security Guard Services:

- Patrol interior and exterior of buildings, grounds, garages, and Housing Authority vehicles at random intervals.
- Report any maintenance problems to the property manager or its designee.

- Complete Daily Security Report forms and ensure all activity occurring during shift is recorded to include, but not be limited to, any unusual and suspicious activity.
- Randomly check all boxes and containers taken out of the building to ensure Housing Authority property is not removed by unauthorized personnel.
- Report any hazardous safety conditions.
- Check and record ID of unescorted individuals visiting residents.
- Utilize a guard tracking system capable of tracking guard's tour of duty while on-duty at HHA's properties.

Security guard services will be provided seven (7) days a week from 6:00 P.M. to 6:00 A.M. for a total twelve (12) hours per day, per location.

#### RECOMMENDED CONTRACTOR

On March 16, 2016 HHA had received seventeen (17) proposals from the following vendors which are listed below in descending order based on the average rating. The proposals were carefully reviewed and evaluated by an Evaluation Committee comprised of three (3) HHA employees from Public Housing Operations (PHO).

Vendor	Average Rating (Based on the Scores Provided by the Evaluation Committee)	Hourly Fee	M/WBE
<b>Blackhawk Security</b>	<b>97.67</b>	<b>\$16.90</b>	<b>Yes</b>
<b>Quick Protection</b>	90.33	\$16.25	
<b>International Guard Services</b>	88.66	\$17.53	
<b>Dennis Security</b>	87.00	\$16.25	Yes
<b>Nu-Way Security</b>	86.00	\$14.65	Yes
<b>Smith Security</b>	79.33	\$14.59	
<b>All Pro Security</b>	79.00	\$14.13	
<b>Dynasty Security</b>	78.67	\$15.85	
<b>Vets Securing America</b>	78.67	\$16.92	
<b>CJT Enterprises</b>	77.33	\$13.56	
<b>Base Security</b>	74.00	\$17.45	Yes
<b>Blue Shield Security</b>	71.67	\$12.65	
<b>Premier Security</b>	71.00	\$12.88	
<b>Marshal National Security</b>	67.67	\$13.50	
<b>Land Sea &amp; Air Resources</b>	65.67	\$16.00	
<b>Stratan Security</b>	60.33	\$15.00	
<b>Range Guard &amp; Investigation</b>	56.67	\$13.50	

**EVALUATION PROCES**

Each of the seventeen (17) proposals was analyzed and scored using the following criteria:

Evaluation Criteria	Maximum Points
1. <b>Professional Qualifications &amp; Experience</b>	30
2. <b>Ability to Provide On-time Digital Tracking and Reporting</b>	30
3. <b>Quality of Work / Reference</b>	10
4. <b>Section 3 Commitment</b>	10
5. <b>M/WBE Participation</b>	10
6. <b>Fees</b>	10
<b>Total Points</b>	<b>100</b>

The Evaluation Committee consisting of Brain Terry, Director of Security, Karen Nelson, Asset Manager and Tayyab Kazia, Asset Manager determined after reviewing proposals and contacting references, Blackhawk Security Services Inc. submitted the highest-rated most responsive and responsible proposal in the best interest of the HHA.

The Evaluation Committee determined that Blackhawk Security Services Inc. is a MBE, and has indicated that it contracts 15% of its business to Go Go Business Solutions, a certified WBE. Additionally, Blackhawk Security Services Inc. is not listed on the GSA, HUD or State of Texas debarred vendor listings and there is no conflict of interest.

Blackhawk Security Services Inc. is licensed by the State of Texas Department of Public Safety Private Security Bureau License Number C10294.

Blackhawk Security Services Inc. has been granted official certifications by the following list of organizations:

- City of Houston Section (3) Certification
- Hire Houston First (City and Local Business)
- Texas Department of Transportation Disadvantage Business Enterprise (DBE) Certification.
- Houston Minority Supplier Development Council
- METRO Small Business Enterprise
- State of Texas Historically Underutilized Business (HUB)

Blackhawk Security Services Inc. has also agreed to hire three (3) HHA’s Section 3 participants to fill employment opportunities as security guards to patrol HHA’s Properties.

Blackhawk Security Services Inc. possesses Liability Insurance and Vehicle Insurance through El Dorado Insurance and Workers Compensation Insurance through Texas Mutual Insurance, which covers officers while on duty.

Blackhawk Security Services Inc. has an affiliation with the American Security Officer’s Academy, with a robust curriculum led by a security professional of more than 30 years. American Security

Officer's Academy is the feeder system for supplying Blackhawk Security Services Inc. with highly trained officers.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President and CEO to make any necessary changes or corrections and execute a one-year contract, with an option to renew two (2) additional years (in one year increments), not to exceed \$230,000 annually with Blackhawk Security Services Inc., for Security Guard Services at HHA Elderly Developments (Bellerive, Lyerly, and Telephone Road), pursuant to the memo dated May 2, 2016 from George Griffin III, Vice President of Housing Operations to Tory Gunsolley, President & CEO.