



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

**RESOLUTION NO. 3784**

At the meeting of the Houston Housing Authority Board of Commissioners, on **June 25, 2024**, the following resolution was moved by **Alton Smith** and seconded by **Cynthia Aceves-Lewis**:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) not to exceed \$772,000.00 with Allied Universal Security Services for Security Guard Services at HHA’s Elderly Developments (Bellerive, and Lyerly). pursuant to the memorandum dated June 11, 2024, from Brian A. Terry, Director of Security, to David A. Northern Sr. President & CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
J. Proler, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E.G. Carter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Smith, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Kirkendoll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Aceves-Lewis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Li	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

(SEAL)

David A. Northern, Sr.  
David A. Northern, Sr. (Jul 1, 2024 12:49 CDT)

David A. Northern, Sr., Secretary  
HHA Board of Commissioners



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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Allied Universal Security Services at HHA's Elderly Developments (i.e. Bellerive and Lyerly).

**2. Date of Board Meeting: June 25, 2024**

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) not to exceed \$772,000.00 with Allied Universal Security Services for Security Guard Services at HHA's Elderly Developments (Bellerive, and Lyerly). pursuant to the memorandum dated June 11, 2024, from Brian A. Terry, Director of Security, to David A. Northern Sr. President & CEO.

**4. Department Head Approval**      Signature  Corey Franklin (Jun 18, 2024 17:53 CDT)      Date: \_\_\_\_\_

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

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

**VP of FO Approval**      Signature Michael D. Rogers Michael D. Rogers (Jun 18, 2024 10:57 CDT)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr. David A. Northern, Sr. (Jun 18, 2024 11:48 CDT)      Date: \_\_\_\_\_



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**MEMORANDUM**

**TO:** DAVID A. NORTHERN SR., PRESIDENT & CEO  
**FROM:** BRIAN A. TERRY, DIRECTOR OF SECURITY  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ALLIED UNIVERSAL SECURITY SERVICES AT HHA'S ELDERLY DEVELOPMENTS (I.E. BELLERIVE AND LYERLY)  
**DATE:** JUNE 11, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO to take all necessary actions to negotiate, execute and make any necessary changes and corrections to a one-year contract, with an option to renew four (4) additional years (in one-year increments) not to exceed \$772,000.00 with Allied Universal Security Services at HHA's Elderly Developments (i.e., Bellerive and Lyerly).

This memorandum also recommends, that if the contract with Allied Universal Security Services is terminated before the contract expires, the CEO has the option to obtain services from the Firm with the next highest score. If the contract expires, the CEO has the authority to enter into a month-to-month contract until a new contract is signed.

**BACKGROUND**

The Houston Housing Authority provides security to its Senior High Rises Bellerive and Lyerly. The current Security Contract that the Houston Housing Authority has with Elite Protective is due to expire, and the Houston Housing Authority has exercised its options to renew, causing the Authority to open solicitations.

Consequently, on March 20<sup>th</sup>, 2024, HHA's Procurement Department issued Request for Proposal (RFP) 24-13 Unarmed Security Guard Services. The legal notice for this solicitation was posted in the Forward Times, and Houston Chronicle newspapers. HHA's Procurement Dept. also posted RFP 24-13 on its website, and sent e-mails announcing RFP 24-13 to all of the bidders that responded to the previous solicitation for Unarmed Security Guard Services, to Security Firms listed on HHA's Bidders List, and to Security Firms listed on the website of the City of Houston Office of Business Opportunity.

RFP 24-13 Unarmed Security Guard Services contained the following Scope of Work (SOW):

- 1.1 Patrol on foot the interior and exterior of the building and grounds during shift.
- 1.2 Report any maintenance problems, emergency situations, or hazardous safety conditions to the project manager as soon as possible.
- 1.3 Complete Daily Security Report forms and ensure all activity occurring and performed during the shift is recorded including, but not be limited to, any unusual and suspicious activity, any 911 calls, police or EMS activity; that occurs during their shift.

- 1.4 All incidents, suspicious or unusual must be reported to the appropriate authorities and documented by written incident report. Provide and send incident reports electronically via e-mail or the web/cloud, to HHA's Project Manager and/or to their designee.
- 1.5 Provide accurate weekly and monthly timesheets t HHA's Project manager and/or their designee.
- 1.6 Security Guards should maintain a professional appearance at all times while working in uniform, and conduct themselves in a professional manner. They should report to work in a full uniform, and with the necessary equipment to perform their duties.
- 1.7 Security Officers will serve as a visual and physical deterrent to crime, and respond to calls for break-ins, and to call HPD or other emergency response as circumstances warrant.
- 1.8 Assume the responsibility to compensate individual security guards and staff employed during the period of performance.

**WORK SCHEDULE**

- 2.1 All security guard services will be provided seven (7) days a week, Monday through Friday with twelve (12) hour security services and Saturday through Sunday for twenty-four (24) hour security services, one (1) guard on duty at all times.
- 2.2 Any communication devices the security guards require while they are performing their duties is the responsibility of the Contractor.

**RECOMMENDED FIRM**

On April 29<sup>th</sup>, 2024 (the due date for the receipt of sealed responses to RFP 24-13), HHA received thirteen (13) proposals from the following Security Firms, which are listed below in descending order based on their average rating as determined by HHA's Evaluation Committee:

<b>Name of Offeror</b>	<b>Average Rating</b>	<b>Hourly Fee @ Bellerive</b>	<b>Hourly Fee @ Lyerly</b>
<b>Allied Universal</b>	93	\$26.98	\$26.98
<b>Signal</b>	86	\$23.50	\$23.50
<b>Jet Security</b>	82	\$26.00	\$26.00
<b>Vets Securing America</b>	80	\$25.43	\$24.43
<b>Accurate Security Inc.</b>	78	\$23.25	\$23.50
<b>Security Solutions of America</b>	76	\$23.19	\$23.19
<b>Eagle Eyes Security Agency</b>	76	\$25.00	\$25.00
<b>Citywide Protection Unit</b>	75	\$20.00	\$20.00
<b>Blue Shield Security &amp; Protection Inc.</b>	66	\$30.00	\$30.00
<b>D&amp;D Security Operations</b>	61	--	\$45.00
<b>Texas Crime Prevention &amp; Investigations</b>	54	\$24.50	\$24.50
<b>Providers International</b>	53	\$31.22	\$31.22
<b>Esprit De Security Services Inc.</b>	52	\$28.00	\$28.00

**EVALUATION PROCESS**

The Evaluation Committee consisting of Brian Terry (Director of Security), Ricardo Harris (Director of Asset Management) and Bill Bryant (Energy Manager), scored the thirteen (13) proposals based on the following Evaluation Criteria listed in RFP 24-13:

Evaluation Criteria	Maximum Points
1. Professional Qualifications & Experience	20
2. Years' Experience	20
3. Ability to provide electronic reporting with clarity	20
4. References	15
5. Fees*	20
6. Section 3 Commitment	5
<b>Total Points</b>	<b>100</b>

\*Fees were evaluated based on the following formula: Price of lowest cost proposal / Price of proposal being rated X Maximum Points Available = Awarded Points

Allied Universal Security Services, received the highest average of 93.

- References have been checked and verified by the evaluation committee with positive feedback. There are no conflicts of interest and Allied Universal Security Services is not on HUD's Debarment List.

**RECOMMENDATION**

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

**Resolution:** This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) not to exceed \$772,000.00 with Allied Universal Security Services for Security Guard Services at HHA's Elderly Developments (Bellerive, and Lyerly) pursuant to the memorandum dated June 11, 2024 from Brian A. Terry, Director of Security to David A. Northern Sr. President & CEO.