

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Contract for Security Services - Library	
<b>FROM:</b> Mary Sizemore, Library Director Lorrie Russell, Asst. Library Director	<b>MEETING DATE:</b> October 7, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Attachment A: Bid from North State Security Group	

**PURPOSE:** To contract with a security guard service company that will provide unarmed guards for the High Point Public Library during operating hours and for special after-hours events as needed. The guards will be responsible for making sure all library users comply with the library's code of conduct and guidelines for use.

**BACKGROUND:** The Library is a three-story facility with over 83,000 square feet of space, and the campus covers almost a full city block. It is open to the public seven days a week, and currently sees approximately 500 users per day. Security guards are needed to ensure the safety of staff and customers and assist with enforcing the code of conduct and guidelines for use. This is a three-year contract beginning after October 15, 2024, with the option to renew for two additional one-year periods if terms and pricing are agreeable to both parties.

The annual cost of service totals \$119,891.20

**BUDGET IMPACT:** Funding is available in the FY 2024-25 budget.

**RECOMMENDATION/ACTION REQUESTED:** City Council is requested to approve this contract with North State Security Group, in the amount of \$119,891.20 per year, for a three-year period beginning after October 15, 2024, and authorize the appropriate City Official(s) to execute all necessary documents.



**BID RECOMMENDATION**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.:  CONTRACT NO.:  DATE OPEN:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO:  AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101451	527209			\$99,000
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:  Digitally signed by Mary Sizemore  
DN: cn=Mary Sizemore,  
email=Mary.sizemore@highpointnc.gov, c=US  
Date: 2024.09.11 11:17:46 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the  and recommends award to the lowest responsible, responsive bidder  in the amount of

PURCHASING MANAGER:  Digitally signed by Candy E. Harmon  
Date: 2024.09.23 12:22:42 -04'00' DATE:

FINANCIAL SERVICES DIRECTOR:  Digitally signed by Bobby Fitzjohn  
Date: 2024.09.23 14:14:00 -04'00' DATE:

Approved for Submission to Council

CITY MANAGER:  (For City Council Approval Only) DATE: