

# CITY OF HIGH POINT

## AGENDA ITEM



**Title: United American Security, LLC**  
**Security Services for High Point Public Library**

**From:** Mary Sizemore, Library Director  
Lorri Russell – Assistant Library Director

**Meeting Date:** March 18, 2019

**Public Hearing:** N/A

**Advertising Date /** February 6, 2019

**Advertised By:** High Point Public Library

**Attachments:** Bid Tabulation

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### **PURPOSE:**

To contract with a security guard service company that will provide security guards for the High Point Public Library during all operating hours and when needed during special events outside regular operating hours. The guards will assist with customer compliance to the Library's code of conduct and guidelines for use of the Library.

### **BACKGROUND:**

The Library is a three-story facility with over 83,000 square feet. It is open to the public seven days a week and has approximately 900 visitors each day. Security guards are needed to ensure that safety of staff and customers and assist in enforcing the Library's code of conduct. This three-year contract beginning April 1, 2019 and ending March 31, 2022, with the option to renew for two additional one (1) year periods if terms and pricing are agreeable to both parties.

### **BUDGET IMPACT:**

Funds are available in the FY 2018-2019 Annual Budget.

### **RECOMMENDATION / ACTION REQUESTED:**

Council is requested to approve a contract for security services at the High Point Public Library with United American Security, LLC in the amount of \$78,631.02 per year for a three-year period beginning April 1, 2019 – March 31, 2022.



FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Library

COUNCIL AGENDA DATE: 3/18/19

BID NO.: 32-022719 CONTRACT NO.:                      DATE OPENED: 2/27/19

DESCRIPTION:

Security services for the library.

PURPOSE:

To provide onsite security guards for the library to assist with customer compliance to our code of conduct and guidelines for use of the library.

COMMENTS:

RECOMMEND AWARD TO: United American Security, LLC AMOUNT: 78,631.02

JUSTIFICATION:

United American Security, LLC was the lowest bid, but after checking their references I am satisfied that they can handle our needs and do a good job.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101451	527209			72,500
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Margie Sizemore DATE: 3/6/19

The Purchasing Division concurs with recommendation submitted by the LIBRARY and recommends award to the lowest responsible, responsive bidder UNITED AMERICAN in the amount of \$ 78,631.02.

PURCHASING MANAGER: [Signature] DATE:                     

Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR: [Signature] DATE: 3/6/19

CITY MANAGER: [Signature] DATE: 3/14/19