



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Request for Proposals for Security Services at  
Hutchins Street Square

MEETING DATE: September 2, 1998

PREPARED BY: Community Center Director Charlene J. Lange

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RECOMMENDED ACTION: That the City Council request proposals  
for the above project and authorize  
advertising for bids.

BACKGROUND INFORMATION: Security at Hutchins Street Square is  
required for all outside private rentals and  
special events of the facilities. With the  
completion of the new Performing Arts and Conference Center, the addition of  
40,000 square feet of space allows more than one private renter and/or activity at  
any given time, and adds greater potential for the possibility of conflicts.

Our past requirement was to insist the private renters provide their own security.  
This method is not proving to be satisfactory, nor does it work to have more than  
one independent security company "in charge" at any given time.

We are requesting that the bids be received by the Community Center Director by  
September 15, 1998. Award of the contract for the fiscal year 1998-99 would  
begin October 1, 1998.

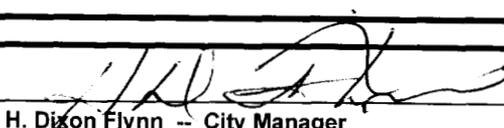
FUNDING: The cost of this project would be a pass through to the private  
renters, plus 5% to cover the City's scheduling and billing costs.

Respectfully submitted,

  
Charlene J. Lange  
Community Center Director

CJL:br  
Attachment

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

**REQUEST FOR PROPOSALS FOR SECURITY SERVICES AT  
HUTCHINS STREET SQUARE, 125 So. Hutchins Street, Lodi, CA 95240**

Security guards, as required by the City of Lodi for special events at Hutchins Street Square, act in the best interests of the City to protect the facilities and protect its clients. The security guards are not on hand to invade private parties, but to walk through the parking lots and perimeters of the scheduled events, and monitor behavior to ensure a safe evening for all the guests.

**REQUIRED QUALIFICATIONS**

1. All guards must be bonded and employed at a licensed security facility.
2. All guards must be equipped with radios with capacity to communicate with other guards who are at a different location on site.
3. Guards must be employed by a company providing 24-hour dispatch.
4. The company must have a good working relationship with local law enforcement agencies.
5. The City scheduling clerk will present the work schedule one week prior to the events to the security company. The security company will be responsible to staff at the required level for each event, and reschedule should a guard either call in sick or not be able to perform duties as required.
6. The company must provide communication equipment to the guards that is available to reach their home office and/or the local law enforcement agency.
7. Guards must be neat, clean and uniformed and have a clear command of the English language.
8. Guards will be required to perform a “security sweep” of the building(s) at the end of each shift, secure the building and alarm the facility.
9. Guards will be required to oversee activities not only in the interior space of Hutchins Street Square, but to be cognizant of activities on the site, including the parking lots, the soccer field and the park area.
10. The guards will be required to act on behalf of the City of Lodi to monitor bad or destructive behavior and insist that appropriate behavior prevail or face the prospect of bringing in local law enforcement to end the event.