



MEMORANDUM

To: Mayor and City Council

From: Ginene Delcioppo, Coppell Arts Center Manager
Jessica Carpenter, Director of Community Experiences

Date: September 12, 2023

Reference: Consider approval of awarding a bid to Andy Frain Services for Security Services at the Coppell Arts Center, in an amount not to exceed \$85,000, as budgeted; and authorizing the City Manager to sign any necessary documents.

2040: Enhance the Unique “Community Oasis” Experience

Introduction:

The Coppell Arts Center contracts and annually budgets for service vendors to provide daily operations at the center. These service vendors include a Public Relations & Marketing Firm, a Food and Beverage operator, Custodial Services, and a Security Services company. The current contract for security services will expire at the end of this fiscal year. The Center’s staff, along with the assistance of Procurement and key team members from Public Safety and Community Experiences, conducted a Request for Proposals process to select a security services vendor required to operate the facility. The RFP was conducted in accordance with municipal procurement law, and the vendor was selected using best-fit criteria, which included experience, customer service approach, referrals, pricing structure, and alignment with the City’s core values.

Background:

- Andy Frain Services is the vendor selected by the RFP committee.
- They will be responsible for providing all event security labor and daily command center monitoring in accordance with the scope of work.
- Staff received six (6) proposals from the RFP process.
- Vendor is a national company based in Chicago with a regional office in Dallas with nearly a century of experience in the event security industry.
- Vendor proposed the lowest labor rates of all respondents.
- Vendor provided the best scope of work proposal for the needs of the Coppell Arts Center.

- Vendor has proprietary technology that will provide superior security staff management and reporting.
- Current clients include AT&T Stadium and Dos Equis Pavilion.
- Vendor received stellar recommendations from referrals and current clients.
- Vendor can provide Center branded uniforms at no additional costs.
- The fiscal year 2022-2023 budgeted \$105,000 for Security Services. The City Council approved the additional staffing of the theater attendants at the Arts Center in November of 2022. The staff was onboarded in March of 2023, and the Arts Center was able to reduce the Budget and spend an estimated \$82,000 on security services in the fiscal year 2022-2023. In the fiscal year 2023-2024, the Arts Center will be increasing programming, however the additional staff allows the Arts Center to hold the budget for security services to \$85,000. This contract can be renewed for up to five years at a 2% annual cost escalation, if desired.

Benefit to the Community:

The Coppell Arts Center is committed to first class service to the community while executing events. Safety of the facility and its patrons is the highest priority and Andy Frain will provide the added level of safety and security for the community while they are in attendance at the Coppell Arts Center.

Legal Review:

The Procurement Division has determined that this is an appropriate method of contracting with the vendor.

Fiscal Impact:

The fiscal impact of this item is \$85,000.00, as budgeted.

Recommendation:

The Community Experiences Department recommends the approval of this item.