CITY OF
APPLETON

MEMORANDUM

Date: 4/07/2025

To: Municipal Services Committee

From: Pete Neuberger, P.E., City Engineer / Deputy Director of Public Works

Subject: Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed $62,400.

The Department of Public Works is requesting approval to contract with Star Protection and Patrol ("Star") for Parking Ramp Security Services in an Amount Not to Exceed $62,400.

In February 2025, DPW issued a Request for Proposals to three security service firms with the following scope of work:

- Provide a uniformed security officer to patrol all publicly accessible areas within each City ramp to deter and report illegal activity.
- Patrol shift 11 p.m. to 7 a.m. (8 hours total), five nights per week, Wednesday through Sunday.
- Maintain a daily electronic report accessible to City staff with descriptions of any security related events and incidents.

DPW requested that proposals include rates for the initial 12 months of service (April 23, 2025 through April 22, 2026) as well as rates for annual contract extensions through April 23, 2030.

DPW received one proposal, from Star. Star's proposed hourly rates are as follows:

Parking Ramp Security Services Period	Cost Per Hour
4/23/2025 – 4/22/2026	**$30.00**
1st year extension (4/23/2026 – 4/22/2027)	**$31.50**
2nd year extension (4/23/2027 – 4/22/2028)	**$32.50**
3rd year extension (4/23/2028 – 4/22/2029)	**$33.50**
4th year extension (4/23/2029 – 4/22/2030)	**$34.50**

DPW staff reviewed Star's cost proposal and proposal narrative, and determined they meet or exceed the service requirements for a reasonable price. Additionally, Star has provided contracted ramp security services at DPW ramps since 2023 and has provided very good service overall during that time.

With satisfactory performance by Star during the initial 12-month contract, DPW staff anticipate contracting with Star for an additional 12-month extension beginning April 2026, if approved by Committee and Council at the appropriate times.