

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Deputy Director/City Engineer

DATE: January 22, 2024

RE: Award of Single Source Contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an Amount Not to Exceed \$57,000.

The Department of Public Works is requesting approval to single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an Amount Not to Exceed \$57,000.

Star Protection and Patrol (Star) currently provides security services at Valley Transit's Transit Center as well as Appleton's three parking ramps under an agreement administered by Valley Transit. Under that agreement, Star has provided their services at City parking ramps for approximately 2 hours per day.

DPW has identified a need for increased contracted security services at parking ramps in 2024 to help reduce the incidence of vandalism and other unauthorized behavior that may impact customer experiences as well as Parking Utility staff and financial resources. The approved 2024 Parking Utility Operations and Maintenance Budget includes \$57,000 for such services.

Based on Star's excellent performance and customer service throughout 2023, DPW negotiated a single source contract with Star that includes the following scope of services for 2024:

- Patrol services at all publicly accessible levels of Yellow, Red, and Green Ramps, including stairwells.
- Patrol services for 40 hours per week, consisting of 8 hours per day (11:30pm through 7:30am), 5 days per week.
- Compensation rate of \$27.40 per hour, including patrol vehicle and other incidentals.