



INTER-OFFICE MEMORANDUM VENUES PARKS & ARTS

TO: Board of Park Commissioners
SUBJECT: VPA Security System Upgrades: Project 1210-2020
Request to Advertise for a Request for Proposals
DATE: 07/20/2020

Greetings,

The Facilities and Grounds Division of Venues Parks & Arts would like to request the approval of the Board of Park Commissioners to advertise for a Request for Proposals (RFP) pursuant to Indiana Code IC 5-22-9. This RFP will be for the upgrading and monitoring of security systems within Venues Parks & Arts. The security systems currently in place are old and outside their useful service life resulting in continued hardware issues and false alarms. This creates a diminished ability to ensure the safety and security of VPA properties as well as a drain upon the department operationally.

In addition to new systems providing safer properties and lower operational costs, we expect a new contract for monitoring services to be roughly half the cost we are currently paying. The current contracts were entered into years ago and will shortly end, providing VPA with the opportunity to negotiate more competitive terms.

The RFP will be evaluated and scored using a cross-functional committee of City employees utilizing a defined scoring matrix to ensure VPA can select the best security partner considering capabilities to satisfy our security needs as well as cost. We will also ensure that we reach out to the Office of Diversity and Inclusion so we can invite proposals from any potential M/WBEs. Following the evaluation process, Facilities and Grounds will present our findings to the Board and seek approval for a new security contract with the winning firm.

The Department of Venues Parks & Arts has budgeted sufficient funds to realize the execution of this project. Thank you.

Sincerely,

Patrick Sherman, PMP

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