

## COVER MEMO

**Briefing Date/Time:** December 8, 2025

**Staff Contact/Title:** Damien Egan, Harbor Senior Manager, 360.528.8045,  
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**Subject:** Contract Award: Security Guard Services

**Purpose:** ☐ Information Only ☒ Decision Needed

### **Objective:**

- Action/Other agenda item. Approval requested.
- Contract award for a new Security Guard Services contract, a Port purchased services contract.
- Brought forward as an Action/Other agenda item to avoid a lapse in security services: only one Commission meeting in December and current contract expires December 31, 2025.

### **Background/Overview:**

The Port's current Security Guard Services two-year purchased services contract with Pacific Security expires on December 31, 2025 and contract terms do not include an option to extend the termination date.

This new contract will be used, as before, for gate guard security services (and ship vessel guards as required) at the Marine Terminal and for nighttime roaming security patrols at the Marina and Port Peninsula properties.

U.S. Coast Guard regulations identify the Marine Terminal as a secure facility and this contract provides the required essential security services for that location. Additionally, this contract will provide security for Marina tenants and downtown Port properties during non-working hours.

The scope of the purchased services contract includes:

- 80 hours of roaming security patrols per week,
- A Marine Terminal gate guard, and
- Up to eight on-call TWIC-certified vessel guards, as needed.

Specific security protocols and task assignments are defined separately by the Marine Terminal, Properties, and Marina business lines.

**Contract Timeline:**

- 10/31/2025 – Bids solicited.
- 11/28/2025 – Submission deadline.
- 12/05/2025 – Bid evaluation and ranking complete.

**Documents Attached:**

- PowerPoint Presentation

**Financial Impact:**

Total cost of contract will be provided to the Commission on December 8, subsequent to completion of bid evaluation and ranking on December 5.

This purchased services contract expense is included in the approved 2026 operating expense budgets of each respective business line and is a pass-through cost to incoming ships at the Marine Terminal.

**Staff Recommendation:**

At the December 8 Commission meeting, Port staff will recommend the Commission award the Security Guard Services purchased services contract to the most qualified, responsive, responsible bidder.

**Next Steps/Timeframe:**

- Contract execution by Executive Director Alex Smith.
- Contract implementation date January 1, 2026.