

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
JENNIFER MYLES, SENIOR BUYER, FINANCE DEPARTMENT

SUBJECT: CONTRACT EXTENSION SIXTH AMENDMENT – F000505
SECURITY GUARD SERVICES

AGENDA ACTION: MOTION APPROVAL

RECOMMENDATION

It is recommended by the Finance and Recreation & Parks Departments that the Council, by motion, approve the Sixth Amendment to Contract F000505 for security guard services for a one-year extension, with a 44% increase to the cost of money pick up services only, and increase services to Luther Burbank Home & Gardens, from April 1, 2016 through March 31, 2017, with Weinstein Security, Inc., Windsor, California, in the amount not to exceed of \$71,146.

EXECUTIVE SUMMARY

Contract F000505 for security guard services is due to expire on March 31, 2016. Weinstein Security, Inc. has submitted a proposal for a one year contract extension for services. Weinstein Security, Inc. continues to provide satisfactory services. This is the first request for contract extension.

BACKGROUND

On March 19, 2013, the City Council awarded Contract F000505 for a three-year term with two one-year extension options for security guard services.

The security guard contract is for unarmed mobile or foot patrol security guard services at City locations such as City Hall and City Hall Annex, MSC South, various City Parks, Franklin Cemetery, Luther Burbank Home & Gardens, and Youth Camps. Also included are money pick-up services for Bennett Valley Senior Center, Finley Community/Aquatic Center, Ridgway Swim Center, Steel Lane Community Center and Howarth Park.

ANALYSIS

There are five locations for money pickup services, Bennett Valley Senior Center, Finley Community/Aquatic Center, Ridgway Swim Center, Steele Lane Community Center for 12 months a year, and Howarth Park for 9 months per year. The only increase to this contract is for money pickup services, increasing from \$45 to \$65 per location, per month. The total cost for money pick up services is \$3,705 per year, an overall increase to the contract for this service of \$1,140. All other service unit prices remain the same. The increase request is due to a substantial increase to the Fidelity Bond insurance required by the City for the handling and transporting of City funds. Considering money pick up services is only a small portion of the contract, and all other pricing remains the same, staff deems this increase fair and reasonable.

Due to staff changes, the Recreation & Parks Department has submitted a request to increase service hours to Luther Burbank Home & Gardens to unlock the gates from five days a week to seven days a week.

The City and Weinstein Security, Inc. entered into a three-year agreement on March 19, 2013, awarded by the City Council. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	March 19, 2013	3-Yr Contract	\$167,904.21	City Council
First Amendment	April 30, 2013	Add services, contingency, and increase funding	\$46,580.84	Purchasing Agent
Second Amendment	August 29, 2013	Reducing services, and reduce funding	-\$957.00	Purchasing Agent
Third Amendment	October 7, 2014	Increase services, and increase funding	\$1,800	Purchasing Agent
Fourth Amendment	May 27, 2015	Add Services, and increase funding	\$2,750	City Manager
Fifth Amendment	September 23, 2015	Increase/Remove Services, and increase funding	\$2,314	City Manager
Sixth Amendment	Pending	One year extension, and increase funding	\$71,146	City Council

Not to exceed Cumulative Contract Value	\$289,852.05	
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The Sixth Amendment to this contract extends the current services for one year leaving one additional optional year. With approval of the Sixth Amendment, the cumulative value of the Contract F000505 will be \$289,852.05. Under the City's Contract/Purchase Order Modification Policy III-9, this Sixth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2015-16 adopted budget within the departments that utilize the service. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

PRIOR CITY COUNCIL REVIEW

On March 19, 2013 Council awarded a three year contract with two one-year extension options in the amount of \$167,904.21.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable

ATTACHMENTS

- Attachment 1 – Sixth Amendment

CONTACT

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