

City of Culver City, California
City Council Agenda Item Report

Meeting Date: October 24, 2005		Item Number: <u>C-6</u>	
AGENDA ITEM: Consideration to enter into Professional Service Agreement with “Instant Replay Communications” for the purchase of video surveillance equipment, using Pre Approved Grant Funds.			
Contact Person/Dept.: Lieutenant Craig Bloor		Phone Number: (310) 253-6105	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List 10/19/05. Bidders: MTM Technologies, Advanced Electronics, Instant Replay and Hamilton Pacific.			
Department Approval: John Montanio, Chief of Police		CAO Approval: Jerry Fulwood 10/19/05	
City Controller Approval: Marlee Chang 10/18/05			

RECOMMENDATION:

That the City Council authorize entering into a “Professional Service Agreement” with Instant Replay Communications, to provide a video surveillance system for the Police Facility.

BACKGROUND:

On August 24, 2004, The City of Culver City was awarded a State Homeland Security Grant, with funds totaling \$88,330.20. These funds are designated to be used for equipment and security upgrades at both the Police and Fire Departments. On October 25, 2004, the City Council authorized \$52,513.60 of those funds for the Police Department to install video surveillance equipment and either bullet proof or blast resistant windows. This grant provides funding on a reimbursement basis, in that the city will be reimbursed once receipts and contracts are submitted. At the October 25, 2004, session, the City Council authorized the appropriation and transfer of the \$88,330.20 for this grant. (\$52,513.60 for the Police Department and \$35,816.60 for the Fire Department).

DISCUSSION:

A “Request For Proposal” (RFP) was submitted for the purposes of adding four cameras and a digital recorder to the existing security camera system at the Police Department. Staff determined this would allow better camera coverage for the entire outside perimeter of the facility.

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Bids were submitted from the following companies:

Company	Proposal
MTM Technologies	\$86,796.18
Advanced Electronics	\$62,438.85
Revised 2 nd Bid	\$41,551.35
Hamilton Pacific	\$50,650.00
Instant Replay Communications	\$19,644.10.
Revised 2 nd Bid	\$29,959.00
Bid plus additional work / repairs = total	\$39,927.33

The RFP's were reviewed by staff and representatives from the lower bids were interviewed and their bids discussed with them.

Instant Replay Communications submitted the lowest bid. Both the Police and Fire Departments have used this company in the past and found their workmanship and equipment to be of good quality.

Staff contacted Instant Replay representatives regarding their low, initial bid.

Instant Replay representative, Loren Coleman explained that Lieutenant Dean Williams had conducted a walk through of the Police Facility with interested bidders. During the walk through, he (Coleman) identified several items his company had previously installed within the Police Facility. He and his staff evaluated some of the existing equipment and though dated, assumed that police staff wanted to use the existing equipment. Instant Replay personnel neglected to include these changes in their initial bid as we had requested.

Once they better understood that the department was looking to upgrade and replace the older technology, Instant Replay Communications submitted a revised bid totaling \$29,959.00.

Staff has since met with Instant Replay one additional time regarding their bid. Each piece of equipment was reviewed, as was the proposed installation and a service contract. Department staff found that the equipment outlined in their bid included items of the same or comparable quality as the more expensive bids submitted.

During this meeting, a second walk through was conducted with Instant Replay personnel. Staff and Instant Replay personnel discussed the numerous older cameras and monitors not on the initial bid. Instant Replay personnel felt they could provide the necessary repairs and replacements to the current system and agreed to submit an estimate for those items, aside from the original RFP.

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Staff and Instant Replay personnel assessed what was needed to repair/replace existing cameras and monitors not included in the original bid. Instant Replay added four additional cameras, four monitors and hardware to the project with an added cost of \$9,968.33.

Many of the old cameras and monitors throughout the Police Station are in need of replacement or repair. Improvement to the existing camera system was never fully covered in the Police Station Construction Project (1997-1999). Most of these cameras are well over ten years old and are no longer working properly. Some don't work at all and are in need of immediate replacement.

The total bid submitted from Instant Replay Communications, including the RFP, and the additional improvements is \$39,927.33. This adds four additional cameras, four additional monitors and equipment beyond the original RFP. This bid is still \$1,624.02 cheaper than the second lowest bid, submitted by Advanced Electronics in the original RFP bid process.

This more complete package represents a substantial savings to the city in that it will replace the entire system, rather than a partial addition to an antiquated existing system as originally expected with the RFP.

FISCAL ANALYSIS:

Funding for this project is to be provided by the State Homeland Security Grant which will reimburse the city as receipts are submitted. The Police Department will be using \$39,927.33 of the \$52,513.60 in grant monies, for this project.

2004 State Homeland Security Grant Program Award.

Initial Grant Funds Provided to the Police Department	\$53,513.60
Project: Blast Resistant Windows (Council Agenda 10/24/05)	\$ 8,135.33
Project: Video Surveillance System (Council Agenda 10/24/05)	\$ 39,927.33
Total Cost	\$ 48,062.66
Unused Grant Funds	\$ 5,450.94

(Staff will be asking to use an additional \$8,135.33 from this grant on a second agenda item, also scheduled for the 10/24/05, City Council Meeting).

Staff is looking at using this remaining balance of \$5,450.94 to provide a ballistic window for the public service desk, used at the Records Section entrance.

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All video surveillance components will be protected under individual manufacturer warranties, ranging from 12 to 36 months, depending on the product and manufacturer.

Increased electrical usage costs are expected to be minimal.

ATTACHMENTS:

- 1) April 12, 2005 Request for Proposal for Security Cameras.
- 2) Instant Replay Communications proposals.
- 3) Council Agenda and Minutes for October 25, 2004 City Council Meeting.

MOTION:

1. Authorize entering into a Professional Service Agreement with Instant Replay Communications to provide a video surveillance system for the police station at a cost of \$39,927.33.
2. Authorize the Chief Administrative Officer to increase the agreement by an amount not to exceed \$2,000.00, if necessary, due to any cost increases or necessary changes in the installation. Additional funds, if needed, will come from the balance of State Homeland Security Grant funds, not yet used.
3. Direct the City Attorney to prepare the appropriate agreement.
4. Authorize the Chief Administrative Officer or his representative to execute the agreement on behalf of the City.