

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/26/10		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Award of a Contract to Wright Line, LLC as the Lowest Responsive and Responsible Bidder for the Installation of a Communications Console System in the Dispatch Center of the Police Department.			
Contact Person/Dept.: Sgt. Bill Browne / Police Department		Phone Number: (310) 253-6212	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Meetings and Agendas – City Council (07/22/10)			
Department Approval: Don Pedersen (06/30/10)		City Attorney Approval: Carol Schwab (by H. Baker) (07/21/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/21/10)		City Manager Approval: P. Lamont Ewell (07/22/10)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council award a contract to Wright Line, LLC, as the lowest responsive and responsible bidder for the Installation of a Communications Console System in the Police Department's Dispatch Center. <u>BACKGROUND:</u> Currently, the Police/Fire Department's 9-1-1 Dispatch Center receives approximately 14,000 9-1-1 calls per year and another 50,000 calls for service. Communications Dispatchers are responsible for screening incoming Police and Fire telephone calls. They also handle all radio traffic on police and fire radio frequencies in addition to Computer Aided Design (CAD), National Crime Information Center (NCIC) and Department of Justice (DOJ) entries and inquiries. Additionally, the dispatch center receives 9-1-1 calls initiated from cellular phones which allows for a quicker response time. The current dispatch consoles are 15 years old and are used 24 hours per day, 365 days a year. In order to assist in crime prevention, the Police Departments takes a proactive approach to police work. Officers in our City are known for being highly visible and interactive with the community. Both uniformed and non-uniformed personnel are active in the field and place a high demand on dispatch personnel to make CAD entries, DOJ related inquiries, record searches, etc. With the addition of Mobile CAD abilities, demand has increased.			

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Since the aging terminals were put into service, the requirements of the Communications Center have expanded. The old consoles are outdated and inefficient. When they break, they are difficult to repair based on the inability to obtain parts. The current desktops are extremely cluttered with computer screens, computer and radio equipment haphazardly positioned and not always completely visible at each position. Keyboard trays are loose and or falling off and are no longer repairable. With the increasing workload, the need for a more efficient and organized dispatch center is necessary. A total of four dispatch console positions will be replaced.

DISCUSSION:

On May 6, 2010, the City Clerk's Office staff publicly opened the bids. Two contractors responded with the following bid amounts:

	<u>CONTRACTOR</u>	<u>BID AMOUNTS</u>
1	Watson Dispatch	\$35,798.58
2	Wright Line, LLC.	\$39,999.93

Staff reviewed the 2 (two) sets of contractor bid documents and determined that Wright Line, LLC submitted bid documents that were responsive and complete. The Request for Bid instructions specifically requested for a lifetime warranty on the project. Wright Line, LLC included a lifetime warranty on the project whereas Watson Dispatch (lowest bidder) only included a three year limited warranty. After reviewing both bids, staff found and determined that Wright Line, LLC met the City's requirements as per the instructions in the Request for Bid.

The contract management of the project will be conducted by Police Department staff.

The proposed project will begin in July 2010 and is expected to be completed by August 2010.

FISCAL ANALYSIS:

The City received \$84,177 in grant funds awarded by the 2008 Community Oriented Policing Services (COPS) Grant program. A portion of this grant (\$40,000) was to be used to upgrade the 9-1-1 dispatch center consoles. There are no requirements for matching funds and the grant funds are sufficient to cover the proposed contract. The grant has already been appropriated by the City Council in the City Council Adopted Budget for Fiscal Year 2009/2010 budget in Business Unit 41443000 – COPS Technology – Police. Per the Adopted Budget Resolution, this funding is able to be re-appropriated to Fiscal Year 2010-2011.

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ATTACHMENTS:

None

MOTION:

That the City Council:

1. Award a contract to Wright Line, LLC., as the lowest responsive and responsible bidder for the Installation of a Communications Console System for an amount not to exceed \$39,999.93; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.