

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/09/08		Item Number: <u>C-6</u>	
AGENDA ITEM: Authorization to Increase the Existing Purchase Order with Prestige Security Services for Security Guard Services in the Veterans Memorial Complex to Include an Additional Amount of \$7,500.			
Contact Person/Dept.: Pam Robinson, VMC Manager		Phone Number: (310) 253-6632	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: Master E-Mail Notification List on 06/04/08			
Department Approval: William La Pointe, (06/02/08)		City Attorney Approval: Carol Schwab (by H. Baker) (06/02/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/03/08)		City Manager Approval: Jerry B. Fulwood (06/04/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an increase to the existing purchase order with Prestige Security Services for security guard services in the Veterans Memorial Complex (VMC), currently in an amount not to exceed \$10,000, to include an additional amount of \$7,500, for a total amount not to exceed \$17,500. <u>BACKGROUND/DISCUSSION:</u> The VMC rental agreement requires that all teenage events such as birthday parties and graduations hire uniformed security guards to be placed at room entrances and exits. In addition, large open to the public events may require security guards depending on the type of event and whether or not alcohol is included. The cost for the security guards, plus an administrative fee, is charged back to the customer as a part of their rental agreement. Each year the VMC Division opens a purchase order for Prestige Security Services (a Culver City company) in the amount of \$10,000. This year, due to a large number of events requiring security guards, the amount of \$10,000 will not be enough to cover the needs of the VMC for a 12-month period of time and an increase is required in order to honor our rental commitments through June 30, 2008. Therefore, staff is requesting that the Council approve an increase to the existing purchase order by \$7,500 (for a total not-to-exceed amount of \$17,500 for Fiscal Year 2007/2008). It should be noted that on September 10, 2007, when City Council authorized the above mentioned agreement in the amount of \$10,000, staff informed City Council			

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that during fiscal year 2007/2008 they would, and subsequently did, prepare and circulate a request for proposals for Security Guard services. Six (6) responses were received. Staff is in the process of analyzing those proposals and will return to Council soon (expected in July) to request authorization to award a contract(s) for VMC Security Guard Services in fiscal year 2008/2009.

FISCAL ANALYSIS:

The VMC Division budget has the money available in account 10131100.619800 (Veterans Memorial Complex – Other Contractual Services) for this increase to the purchase order. As stated above, the entire cost to the City for these services is recovered as a part of the fees paid under the VMC rental agreement.

ATTACHMENTS:

None.

MOTION:

That the City Council:

Approve an increase to the existing purchase order with Prestige Security Services for security guard services in the Veterans Memorial Complex in the additional amount of \$7,500 (for a total not-to-exceed amount of \$17,500 for Fiscal Year 2007/2008).