

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 1/26/09		Item Number: <u>C-9</u>	
AGENDA ITEM: Approval of a Professional Services Agreement for a Term of Five Years with Richard Sidebotham for Service on the Transportation Department's Coin and Currency Counting.			
Contact Person/Dept.: Samantha Blackshire/Transportation		Phone Number: 310-253-6535	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: Master E-Mail Notification List (01/21/09) Richard Sidebotham			
Department Approval: Art Ida (01/14/09)		City Attorney Approval: Carol Schwab (by H. Baker) (01/15/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/21/09)		City Manager Approval: Jerry B. Fulwood (01/21/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a Professional Services Agreement for a term of five (5) years with Richard Sidebotham for service on the Transportation Department's coin and currency machines in an amount not to exceed \$25,410.00, which includes a 10% contingency to cover unforeseen expenses associated with maintenance of these machines. <u>BACKGROUND:</u> Mr. Sidebotham has repaired, maintained and assisted in the selection of replacement coin and currency equipment for the Transportation Department for over 20 years. The equipment consists of the following: ▪ Money Systems Technology (MST) Coin Sorter Counter ▪ MST Vertical Coin Conveyor ▪ Horizontal Loose Coin Conveyor ▪ Billcon Currency Counting Machine ▪ Brandt Coin Counter He has maintained the above referenced equipment on a monthly basis and whenever a mechanical malfunction occurs. The Department does not feel the issuance of a Request for Proposals is warranted in this situation because Mr. Sidebotham is the only technician in the area with the ability to repair MST machines. Mr. Sidebotham has been very professional and responsive to the Department's needs over the years.			

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Currently he is under contract to provide monthly repair services of coin and currency machines for the following transit agencies:

- Gardena Municipal Bus Lines
- Long Beach Transit
- SAMTRANS
- Santa Monica's Big Blue Bus
- Simi Valley

He also provides services on an as needed basis for Foothill Transit, Norwalk Transit, Omnitrans and Montebello Bus Lines.

The cost for Mr. Sidebotham's services is \$385.00 per month, which also includes emergency services.

FISCAL ANALYSIS:

The funds for these services have been budgeted under the Transit Operations Division's Repair and Maintenance Equipment line item in the Adopted Budget for FY 2008-09 and will continue to be requested as a reoccurring operations expense in future years. There will be no General funds used toward purchase of these services.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve a Professional Services Agreement for a five year term with Richard Sidebotham in an amount not to exceed \$25,410.00 for servicing of the Transportation Department's coin and money counting machines and all other associated equipment.
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.