

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

Meeting Date: <u>10/19/09</u>		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreements with A&A Protective Services and Security America Increasing their Agreements by \$10,000 each (for a Total Not-to-Exceed Amount of \$20,000 each).			
Contact Person/Dept.: Pam Robinson, Recreation/VMC Manager		Phone Number: (310) 253-6632	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (Email) Meetings and Agendas – City Council (10/14/09); (Email) A&A Protective Services (10/14/09); (Email) Security America (10/14/09).			
Department Approval: William La Pointe (10/12/09)		City Attorney Approval: Carol A. Schwab (by H. Baker) (10/14/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/14/09)		City Manager Approval: Mark Scott (10/14/09)	

RECOMMENDATION:

Staff recommends the City Council approve amendments to the existing professional services agreements with A&A Protective Services and Security America increasing the agreement by \$10,000 each (for a total not-to-exceed amount of \$20,000 each).

BACKGROUND:

The Veterans' Memorial Complex (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 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.

DISCUSSION:

Each year staff enters into professional services agreements with several security guard service providers and subsequently opens purchase orders related to these agreements. In the last two (2) years purchase orders were opened for A&A Protective Services and Security America in amounts not to exceed \$10,000 each. The \$10,000 limit has been reached by A&A Protective Services and the \$10,000 limit will be reached by Security America very soon. Therefore, staff is requesting that the City Council authorize an increase to the existing purchase orders by

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\$10,000 each for a total not-to-exceed amount of \$20,000 each. Both security companies have proven to be reliable and professional and have been able to comply with the City's insurance requirements.

FISCAL ANALYSIS:

The VMC Division budget has sufficient funds available in account 10131100.619800 (Veterans Memorial Complex – Other Contractual Services) for this increase to the purchase orders. It should be noted the entire cost to the City for these services, plus an administrative fee, is recovered as a part of the rental agreement.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with A&A Protective Services increasing the agreement by \$10,000 (for a total not-to-exceed amount of \$20,000); and,
2. Approve an amendment to the existing professional services agreement with Security America increasing the agreement by \$10,000 (for a total not-to-exceed amount of \$20,000) and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.