



# City of Culver City

## Staff Report

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**File #:** 19-298, **Version:** 1

**Item #:** C-5.

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**CC - Approval of an Amendment to an Existing Professional Services Agreement with Absolute International Security Increasing the Not-to-Exceed Amount by \$136,350 for Security Services to be Provided at the Transportation Facility.**

**Meeting Date:** October 8, 2018

**Contact Person/Dept:** Allison Cohen/Transportation

**Phone Number:** (310) 253-6543

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (10/02/18);

**Department Approval:** Art Ida, Transportation Director (10/02/18)

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### RECOMMENDATION

Staff recommends the City Council approve an amendment to an existing professional services agreement with Absolute International Security in an additional amount not-to-exceed \$136,350 for security guard services to be provided at the Transportation Facility.

### BACKGROUND/DISCUSSION

In October 2016, a Request for Proposals (RFP) for professional security guard services was released by the Parks, Recreation and Community Services (PRCS) Department. The general provisions of the RFP were to provide as-needed services at Veterans Memorial Building, Culver City Teen Center and Culver City Senior Center (Senior Center), as well as Veterans Park for Fiesta La Ballona. The RFP's Scope of Services (Scope) included requirements for the contractor to supply trained, uniformed, and unarmed security guards who would assist in the enforcement of federal, state and municipal laws and regulations. The RFP provided for a term of three (3) years, with the option for the agreement to be renewed twice for an additional one (1) year term. Six proposals were received and evaluated by staff.

At the December 12, 2016 City Council meeting, the PRCS Department received approval for professional services agreement with Absolute International Security for professional security services for a term of three years (ending on December 31, 2019), with an aggregate amount not-to-exceed \$132,498.

In the Transportation Department's Fiscal Year 2018-19 budget, funding was approved for security services at the Transportation Facility.

The Culver City Transportation Facility (Facility) is home to a state-of-the-art natural gas fuel facility and holds a fleet comprised of over 50 buses with over 200 employees. The facility also houses the City's Central Stores warehouse and serves as the maintenance facility for all City fleet vehicles. Given the size and nature of the Facility, staff recommends that daily security services be provided during normal working hours to safeguard the employees, infrastructure and equipment located at the Facility.

In August 2018, Transportation Department staff contacted Absolute International Security to inquire about services to secure the vehicle entrance to the Facility located along Jefferson Boulevard. Currently, there are no personnel within the department with the training, certification or expertise to provide security services as these functions are outside the scope of standard transit, maintenance, and purchasing operations.

Staff recommends an amendment to the existing agreement with Absolute International Security to expand the scope to include security services for the Transportation Facility in the amount not-to-exceed \$136,350.

## **FISCAL ANALYSIS**

There are currently sufficient funds in the Fiscal Year 2018-19 Transportation Department budget ( 20370100.619800) to cover October through June security services. Subsequent amounts will be incorporated into future budgets. Total amounts, per Fiscal Year, are as follows:

1. FY 18-19 - \$45,950 (October through June)
2. FY 19-20 - \$59,500 (July through June)
3. FY 20-21 - \$30,900 (July through December)

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with Absolute

International Security for security guard services to be provided at the Transportation Facility in an additional amount not-to-exceed \$136,350; 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.