City of Culver City

Staff Report

File #: 19-205, **Version:** 1   **Item #:** C-11.

CC - Approval of a Purchase Order with MSA Systems, Inc for the Purchase of Fifteen (15) Zebra Enterprise ET5 Tablets and Fifteen (15) Zebra ZQ520 Printers and Included Accessories in an Amount-Not-To-Exceed $55,000.00.

Meeting Date: August 27, 2018

Contact Person/Dept: Lt. Aubrey Kellum

Phone Number: (310) 253-6251

Fiscal Impact: Yes [X]   No []   **General Fund:** Yes []   No [X]

Public Hearing: []   **Action Item:**   [X]   **Attachments:** [X]

Commission Action Required: Yes []   No []

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/21/18);

Department Approval: Police Chief Scott Bixby (08/15/18)
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RECOMMENDATION

Staff recommends the City Council approve a purchase order with MSA Systems for the purchase of fifteen (15) Zebra Enterprise ET5 Tablets and fifteen (15) Zebra ZQ520 printers and included accessories in an amount not-to-exceed $55,000.00.

BACKGROUND/DISCUSSION

In 2017, the Traffic Section within the Police Department implemented issuing electronic citations (e-citations) using Crossroads Traffic software and MSA Systems Zebra Enterprise tablets and printer units. However, the majority of traffic citations are issued by officers using the conventional pen and paper method.   Errored human inputs, illegible writing, and errors with violation identification contribute to unnecessary delays in court processing and case resolution. Expanding the current program by deploying these units throughout the entire Department will maximize processing efficiency and reduce the Department's error rate.

Additionally, the Traffic Division of the Los Angeles County Superior Court has upgraded their

technology infrastructure to receive citations information electronically. It is anticipated that the Court will require law enforcement agencies to only transfer citations electronically.

The e-citation program expedites citation data transfer between the police department and the court; which will also improve the availability of information to the public. The e-citation device accesses the personal data presently embedded within the Bar and Q codes of the driver licenses and identification cards. Driver information is retrieved by the unit and then downloaded into an internal CCPD file management system. The information is then made available to be electronically transferred to the appropriate court and recovery agency. Instead of taking weeks to months, this process is reduced to days.

The use of e-citation devices will also streamline the process of gathering and reporting mandated data as outlined in in AB953 - Racial and Identity Profiling Act of 2015. This bill requires each state and local agency that employs peace officers to annually report to the Attorney General data on all stops, as defined, conducted by the agency's peace officers, and requires that data to include specified information, including the time, date, and location of the stop, and the reason for the stop.

MSA Systems Zebra tablets and printers are custom configured for the Crossroads Traffic software. MSA Systems is the only authorized seller of the custom printer configuration.

This procurement is exempt from the formal bidding procedures per Culver City Municipal Code Sections 3.07.055.A and 3.07.055.B, which exempt bidding requirements when the needed equipment are proprietary items of the original manufacturer and/or their authorized distributor and when the equipment is a component for a system of equipment previously acquired by the City.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2018/2019 includes $55,000.00 for e-citation hardware (41640454.732150).

ATTACHMENTS

1. 2018-08-27 - ATT MSA Systems Quote

MOTION

That the City Council:

1) Approve a Purchase Order with MSA Systems for the purchase of fifteen (15) Zebra Enterprise, ET5 Tablets and fifteen (15) Zebra, ZQ520 printers and included accessories in an amount not-to-exceed $55,000.00.

2)   <u>Authorize the Purchasing Officer to issue such Purchase Order.</u>