



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 21-423, **Version:** 1

Item #: C-6.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Absolute International Security in an Amount Not to Exceed \$61,880.04 for Security Services at the Transportation Facility

Meeting Date: November 9, 2020

Contact Person/Dept: Hector Calvinisti, Transportation Department
Phone Number: 310-253-6572

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 (11/04/2020); (Email) Absolute International Security (11/02/2020)

Department Approval: Rolando Cruz, Chief Transportation Officer (10/28/2020)

RECOMMENDATION

Staff recommends the City Council approve an amendment to an existing professional services agreement with Absolute International Security (AIS) in an amount not-to-exceed \$61,880.04 for a 12-month period for security services at the Transportation Facility.

BACKGROUND/DISCUSSION

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 continue to be provided during normal working hours to safeguard the employees, infrastructure and equipment located at the Facility. 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.

Currently, both the Transportation Department and the Parks, Recreation and Community Services (PRCS) Department have separate existing agreements with Absolute International Security (AIS) to provide needed security services. The Transportation Department's existing agreement expires December 31, 2020. The PRCS Department's existing agreement expires December 31, 2021.

Transportation and PRCS intend to issue a Request for Proposals (RFP) to provide the security services for both of these Department's facilities under one agreement. In the meantime, in order to align the existing agreements so they expire concurrently, staff recommends an amendment to Transportation's existing agreement with Absolute International Security to extend the term through December 31, 2021. In addition, staff is expanding the scope to include additional services, including: AIS employees assigned to the City must (1) take TSA surfaced employee training provided by a designated City employee; (2) inspect vehicles as they enter the facility; and (3) turn in lost and found items to Bus Operators, Customer Service staff, or Transportation Supervisors. The proposed amendment to the existing agreement will result in an additional amount not-to exceed \$61,880.04.

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2020-21 includes sufficient funding in account 20370100.619800 to cover the cost of these services. As this contract amendment will cross fiscal years, adequate funding will also be identified in the FY21-22 budget to cover these services. All services will be paid for with Transportation Department funds. No General funds will be used.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing agreement amendment with Absolute International Security in an amount not exceed \$61,880.04;
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.