



## Legislation Text

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File #: 18-573, Version: 1

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### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Option Year Three of Contract 14-115, Security Service for Municipal Center, to Securatex Ltd for an amount not to exceed \$22,213 and a total award of \$60,000 and for an additional 6 months

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

The Department of Public Works (DPW) is responsible for providing unarmed security guard services for the Municipal Center. The security service at the Municipal Center is provided Monday through Friday from 4:30 p.m. until 12:30 a.m. and on Saturdays from 7:00 a.m. to 6:00 p.m. Security service is also provided as needed for special events at the Municipal Center. The security service is for 52 weeks per year with the cost determined by hourly rates.

Contract 14-115 was originally awarded by the City Manager on December 2, 2013 for a two-year term (January 1, 2014 through December 31, 2015) with three, one-year extensions. The first and second option years were awarded by the City Manager on February 2, 2016 and December 18, 2016, respectively. Due to security improvements planned for the Municipal Center in 2018, the third and final option year was approved by the City Manager for a period of six-months (January 1, 2018 through June 30, 2018) on November 30, 2017.

#### **DISCUSSION:**

The security improvements at the Municipal Center are being phased in over the next two years. As a result, the contracted security service is still needed for the remainder of 2018. Securatex Ltd has agreed to extend the term of the third option year six months through December 31, 2018 at the same rate. The cost to extend the service an additional 6 months is projected to be \$20,573.

In addition to the time extension and associated costs, DPW is also requesting an additional \$1,640 to fund extra security service hours during the first six months of 2018. The additional hours were required for on-site voting and after hours events hosted at the Municipal Center.

The total award of the change order is \$22,213.

**FISCAL IMPACT:**

CIP #: N/A

Security service for the Municipal Center is expensed to the operational services account listed below. A total of \$25,000 is budgeted for this service in 2018. Due to the phasing of the security improvements at the Municipal Center, the additional funding needed to continue this service through 2018 will be taken from savings from the Architectural and Engineering (A&E) Project Consultants that has not been used by DPW this year as anticipated.

Account Number	Fund Type	Total Budget Amount
31341100-531308	General Fund	\$107,400