



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: April 3, 2008

Approved

Date

4-4-08

SUBJECT: AMENDMENT TO EXTEND THE AGREEMENT WITH NATIONAL SECURITY INDUSTRIES FOR SECURITY GUARD SERVICES AT THE WATER POLLUTION CONTROL PLANT

RECOMMENDATION

Adoption of a resolution authorizing the Director of Finance to execute an amendment to the agreement with National Security Industries (San Jose, CA) to extend the term of the agreement for security guard services for the Water Pollution Control Plant by five months from May 1, 2008 to September 30, 2008, and increase the total compensation by \$125,000 from \$1,195,723 for a not to exceed amount of \$1,320,723.

OUTCOME

Extending this agreement will provide staff with sufficient time to complete a Request for Proposal process to obtain security services at the Water Pollution Control Plant (Plant).

BACKGROUND

The City has had an agreement with National Security Industries since November 2003 to provide security services at the Plant as well as other City locations. The agreement ended on March 31, 2008.

In September 2007, the Finance Department issued a Request for Proposal (RFP) for security services at multiple City locations including the Plant. On March 25, 2008, Item 3.8, Council approved the a contract for security guard services exclusive of the services for Plant and staff expected to request contract approval for the Plant in April 2008. Through the standard review process for a draft agreement, staff recognized that that the City's Prevailing Wage was erroneously

included as a requirement for services performed at the Plant. As a result, staff will issue a new RFP specific to the Plant without the prevailing wage requirement.

To ensure uninterrupted service, staff extended the existing agreement administratively from March 31, 2008 to April 30, 2008 without increasing compensation in accordance with Municipal Code Section 4.04.055. Staff was able to extend the agreement since there were sufficient funds remaining on the agreement to fund this one month extension.

ANALYSIS

Staff recommends extending the existing agreement by five months, from May 1st through September 30, 2008, and increase maximum compensation by \$125,000 to ensure that there are sufficient funds for this additional period of time. Extending the agreement will allow the Plant to continue receiving security services while providing Staff sufficient time to complete the RFP and execute a new agreement.

The Contractor has met the requirements as designated by the agreements and their performance has been satisfactory in all areas to including responsiveness, supervision, on-time service and coordination with City staff.

The information below identifies the work plan for completion of the RFP process for security services for the Plant, which will allow sufficient time to execute a new agreement and to transition to a new service provider, if applicable.

Milestone	Date
Release of Request for Proposals	April 2008
Proposal Submissions Due Date	May 2008
Evaluation of Written Proposals and Oral Interviews	June 2008
Issuance of Notice of Intended Award (Protest Period Begins)	August 2008
Council Approval	September 2008
Transition Period	September 2008
Contractor(s) Assumes Guard Responsibilities	October 1, 2008

EVALUATION/FOLLOW-UP

Staff anticipates recommending to Council a new Security Services agreement for approval in September 2008.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This item does not meet the criteria above; however, the memorandum will be posted on the City's website for the April 22, 2008 Council meeting. This recommendation will be presented to the Treatment Plant Advisory Committee (TPAC) on April 10, 2008.

COORDINATION

This memorandum has been coordinated with the Environmental Services Department, Public Works/Office of Equality Assurance, the City Manager's Budget Office, and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved Budget Strategy Memo General Principle #2, "We must focus on protecting our vital core City services".

COST SUMMARY/IMPLICATIONS

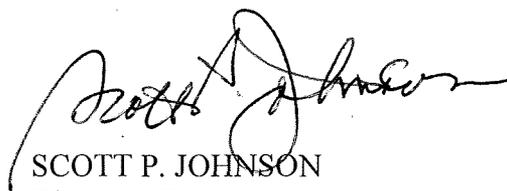
Not applicable.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Agreement	Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
513	0762	Non-Personal/ Equipment	\$32,865,978	\$125,000	XI - 72	2/12/2008, 28241

CEQA

Not a project.



SCOTT P. JOHNSON
Director, Finance

For questions please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051.