



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Scott P. Johnson

**SUBJECT:** SEE BELOW

**DATE:** October 5, 2005

Approved

*Ray Warner*

Date

*10/11/05*

**SUBJECT: AMENDMENT TO EXTEND THE AGREEMENT WITH COMMAND SECURITY CORPORATION, dba/AVIATION SAFEGUARDS**

## RECOMMENDATION

Adoption of a resolution authorizing the Director of Finance to execute an amendment of the agreement with Command Security Corporation, dba/Aviation Safeguards, located in Jamaica NY, for Airport terminal support services, increasing compensation by \$210,000, from \$763,500 to a not to exceed amount of \$973,500, and extending the term of the agreement from November 1, 2005 to April 30, 2006.

## BACKGROUND

On October 1, 2002, City Council adopted Resolution 71235 authorizing the Director of General Services to exercise a one-year agreement with two additional one-year extensions for terminal support services at the Airport, with a total first year compensation not to exceed \$500,000. Both options were exercised, with the first option year having a not to exceed compensation of \$750,000 and the second option year having a not to exceed compensation of \$763,500.

## ANALYSIS

Finance and Airport staff recommend a contract extension through April 30, 2006, with the same pricing schedule, terms and conditions; except for a reduction in the termination notification period from 30 days to 15 days. The reduction in termination notification will allow the City to transition to the new contract more expeditiously.

The contractor has met the requirements as stipulated by the contract and their performance has been satisfactory. The company has provided an efficient flow of pedestrian traffic through congested terminal areas in a courteous and professional manner and has served as goodwill ambassadors in meeting and greeting Airport passengers. Through continuing the Agreement, the Airport and travelers will benefit from the company's experience.

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During the contract extension period, staff will have adequate time to conduct a comprehensive and competitive Request for Proposal (RFP) for Terminal Support Services at the Airport, including evaluation for contracting in for this service. Staff was unable to undertake the procurement process previously due to heavy workload on time sensitive major projects, such as requirements for the new City Hall and the Airport North Concourse project.

**PUBLIC OUTREACH**

Not applicable.

**COORDINATION**

This memorandum has been coordinated with the Airport Department, the City Manager's Budget Office, and the Office of the City Attorney.

**COST IMPLICATIONS**

Compensation for the extension period requested, which will be at the same rate as the existing contract, results in a cost of \$210,000 (\$35,000 per month). Of this amount, \$162,000 (\$27,000 per month) will fund line control services in the commercial airline terminals. The remaining \$48,000 (\$8,000 per month) will fund customer service cart service at the Airport's Ground Transportation Center (GTC).

**BUDGET REFERENCE**

Fund #	Appn #	Appn. Name	RC #	Total Appn	Amt. for Contract	2005-2006 Proposed Operating Budget	Last Budget Action (Date, Ord. No.)
523	0802	Airport Non-Personal/ Equipment	333141 333143 428140	\$33,171,336	\$210,000	Page XI-3	6/21/05

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**CEQA**

PP 05-181      Resolution #67380 & 71451



SCOTT P. JOHNSON  
Director of Finance