

**TO:** Andrew P. Powers, City Manager

**FROM:** Jaime Boscarino, Finance Director

**DATE:** September 12, 2023

**SUBJECT:** Security Systems Maintenance and Service Agreement

**RECOMMENDATION:**

1. Approve agreement for Security Systems Maintenance and Service with Climatec, LLC of Van Nuys, CA, effective September 30, 2023, through October 1, 2026, with two additional one-year options to extend, for a not-to-exceed amount of \$1,329,400 over the lifetime of the contract. Contract not-to-exceed total includes \$179,400 for regular maintenance services for years one through three, and \$1,150,000 for optional years four and five and unanticipated repairs and services.
2. Authorize expenditure in the amount of \$174,201 for FY 2023-24 and \$189,509 for FY 2024-25 for regular maintenance services and potential unanticipated repairs and services in the following amounts: \$290,424 from various General Fund accounts and \$73,286 from various Library Fund accounts.
3. Approve budget appropriation in the amount of \$6,050 for FY 2023-24 and \$10,600 FY 2024-25, from A/C #001-0000-311-1000 (General Fund - Fund Balance) according to the full account breakdown as outlined in the staff report.
4. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**\$6,050 Increase to Adopted FY 2023-24 and \$10,600 Increase to Adopted FY 2024-25 General Fund Budgets.** An increase to the Adopted FY 2023-24 and FY 2024-25 General Funds Budgets is requested to supplement available budget for security maintenance services. All other Contract costs are included in the Adopted FY 2023-24 and FY 2024-25 General Fund and Library Fund Budgets. The additional funds for the remaining contract term will be requested during the upcoming biennial budget process. A full account breakdown is included (Attachment #1).

**BACKGROUND:**

The Facilities Division manages multiple City-owned buildings which have security equipment systems and software to ensure the safety and security of the premises (Attachment #2). These systems require a variety of on-going preventative maintenance, repairs, and modifications as needed to keep the equipment operating properly and efficiently. The City has recently upgraded the security system at Hill Canyon Treatment Plant (HCTP) and now requires a vendor to maintain the additional system. In order to consolidate the various maintenance contracts, staff determined a formal Request for Proposals/Qualifications (RFP/Q) was needed so that the maintenance could be consolidated with one vendor to ensure the proper consistency for the standards of maintenance.

**DISCUSSION/ANALYSIS:**

In accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, staff solicited a formal Request for Proposals/Qualifications (RFP/Q) for Security Systems Maintenance and Services on May 5, 2023, which was publicly advertised in the Thousand Oaks Acorn newspaper and the City's procurement website. Unlike the low bid requirements of the Public Contract Code, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services solicited. The award of a RFP/Q is based upon a variety of factors that demonstrate the best value to the agency for the solicited scope of service. The cost of the service may be considered as one of those factors; however, the lowest cost is not the sole factor in deciding who will be awarded the contract.

From this RFP/Q solicitation effort, three proposals were received:

<b>Company</b>		<b>City, State</b>
1.	Climatec, LLC (Climatec)*	Van Nuys, CA
2.	Convergent Technologies LLC	Placentia, CA
3.	Siemens Industry, Inc.	Cypress, CA

\*Selected Vendor

All three vendors were invited for interviews. The staff evaluation committee consisted of representatives from the IT and Facilities Divisions. The consensus of the committee was that of the three proposers, Climatec provided the best value and was the most qualified to perform the scheduled security systems maintenance and services based on evaluation criteria, as set forth in the RFP/Q

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package. Climatec is currently providing the security maintenance services for the recently upgraded system at the Municipal Service Center and completed the security systems upgrade project at HCTP. Climatec staff maintains certifications on all required equipment and software. References for Climatec indicated they were satisfied with the quality of service and that Climatec technicians were extremely knowledgeable and responsive.

The City utilizes the Genetec software platform for the video and card access systems. This software may only be configured and modified by certified technicians, and by a company designated as the "System Integrator" for the City. Climatec will be the primary integrator and provide comprehensive services as specified in the agreement.

The total not-to-exceed portion of Climatec's contract amount allows for approximately \$200,000 per year for additional services, repairs, and modifications not included in the maintenance scope of work. The additional services may be performed at any or all of the City-owned locations. The City's video security and card access systems have expanded greatly over the past 20 years as security issues have increased nationally and locally. With the expanded systems, the number of repairs and equipment replacement has increased. Multiple archivers, which store the required 365 days of video storage, currently cost more than \$40,000 each. Based on the increased size of the security systems and historical costs, staff believes the reserve is a reasonable amount for potential repairs and modifications over the course of a 5-year agreement.

These comprehensive services include preventative maintenance, staff training/coaching, database back-ups, account management, knowledgeable Genetec certified service technicians, and after hours and emergency support. Based on the above discussion, staff recommends approval of the agreement with Climatec (Attachment #3).

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

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**PREPARED BY:** Elizabeth Perez, Facilities Manager

**Attachments:**

Attachment #1 – Account Breakdown

Attachment #2 – List of Locations

Attachment #3 – Agreement with Climatec, LLC