

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** June 20, 2005

**FROM:** CITY MANAGER

**SUBJECT:** EXTENSION OF CONTRACT WITH INTER-CON SECURITY SYSTEMS, INC. FOR SECURITY SERVICES FOR PARKS, CITY YARDS AND PARKING STRUCTURES

## RECOMMENDATION

It is recommended that the City Council authorize the City Manager to extend contract number 17,310 with Inter-Con Security Systems, Inc. on a month-to-month basis for a period not to exceed six months, at a monthly cost of \$26,000 or \$156,000 in total costs.

## BACKGROUND

The City has an on-going need for security services at various City facilities, including parks and the City Yards. On April 20, 2000, a request for proposals (RFP) was advertised and sent to thirty security firms in the Southern California area. On May 2, 2000, four bids were received in the office of the City Clerk.

The proposals were evaluated based on the RFP criteria, and Inter-Con Security Systems, Inc. was determined to be the most qualified firm. In June, 2000, the City entered into contract number 17,310 with Inter-Con Security Systems, Inc. The term of the contract was for three years with two optional one-year extensions, at an annual amount not to exceed \$750,000. The City has exhausted all extensions and the contract will expire June 30, 2005.

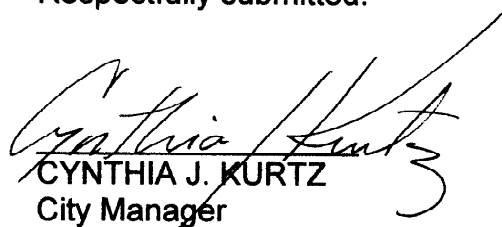
The Department of Transportation has administered the contract for most of the five years it has been in effect. However, several changes have occurred which have significantly reduced the amount of services in areas under the Department of Transportation's purview. For instance, with the Old Pasadena Management District assuming responsibility for security at all but the Holly Street parking structure, it is no longer necessary to include five other parking structures in the contract specifications. As a result, the contract's initial work scope has changed, and the majority of contracted security is now only needed at City parks and the City Yards. Therefore, the Public Works Department has recently assumed administrative responsibility for the

new RFP and subsequent contract. Staff is recommending a contract extension with Inter-Con on a month-to-month basis for a period not to exceed six months to allow sufficient time to develop a revised RFP, prepare bid documents, and evaluate proposals. Staff plans to publish and send out the RFP at the end of June, with bids closing in July. Staff will then return to Council for contract award approval in late August or early September 2005.


**FISCAL IMPACT**

Funds for this contract extension are available in the Public Works Department operating budget.

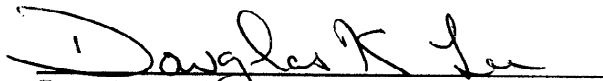
Respectfully submitted:

  
CYNTHIA J. KURTZ  
City Manager

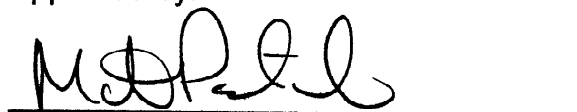
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