



Agenda Report

February 24, 2020

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BIRDI & ASSOCIATES, INC. FOR THE PURCHASE AND INSTALLATION OF A JAIL ACCESS CONTROL AND MONITORING SYSTEM, JAIL LOCKS, AND CELL CHECK SOLUTION AT THE POLICE JAIL FACILITY

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Birdi & Associates, Inc. for the purchase and installation of a Jail Access Control and Monitoring System, Jail Locks, and Cell Check Solution at the Police Jail facility for an amount not to exceed \$653,513, which includes a ten percent contingency; and
3. Amend the Fiscal Year 2020 Capital Improvement Program Budget by appropriating \$116,013 to the Police Jail Access Control and Monitoring System Replacement Project, 71811, from the Police Department's Supplemental Law Enforcement Fund.

BACKGROUND:

The Pasadena Police Department (PPD) hosts an on-premise Jail Access Control and Monitoring System (JACAMS). This access control system displays the floor plan of the jail facility on a touch-screen interface with function buttons to centrally manage jail doors, intercoms, vehicle gates, prisoner elevator, lights and television in the housing area, and various alarms and other systems critical to the daily operation of the jail. The system has been repaired numerous times over the years on a best efforts basis, but has reached the end of its useful life, making further investment cost prohibitive. In addition, devices remotely operated by the access control and monitoring system are failing, including intercom and jail door lock hardware. These hardware failures pose significant risks and represent a liability for the City.

The Police Jail Access Control and Monitoring System (JACAMS) Capital Improvement Program (CIP) project was created in FY 2017 to provide for a new access control and monitoring system and related hardware and device upgrades. The objective of the project is to secure the jail facility and improve the ability for the detention officers to manage the systems critical to the daily operation of the jail.

Additionally, in September 2019 replacement of the cell check system was also identified as a critical need and added to the scope of work. A cell check system allows detention officers to log security checks of jail pods and cells during mandatory rounds. The current cell check system is outdated and is not integrated with the current access control and monitoring system.

The Department of Information Technology, in consultation with the Police Department, prepared a Request for Proposal (RFP) for "Jail Access Control and Monitoring System, Jail Locks, and Cell Check Solution". The RFP was posted on Planet Bids on October 2, 2019. Additional outreach efforts were undertaken leveraging the Finance Department's Pasadena First Buy Local initiative to communicate this procurement opportunity locally. As a result 2,570 vendors were notified and 43 vendors downloaded the RFP for review.

On October 31, 2019, a total of three responsive proposals were received, one of which was a local Pasadena vendor. A panel comprised of DoIT, Police, Public Works and Water & Power staff reviewed and scored each proposal based on the evaluation criteria stated in the RFP as outlined below:

	Weight
Proposed Solution	35%
Experience	30%
Cost Proposal	25%
Local Pasadena Business	5%
Small or Micro-Business	5%
Total	100%

Following the review of the vendors written proposals, each of the vendors were invited to provide an oral presentation and answer any questions from the evaluation panel. These oral presentations were incorporated into the final proposal scoring and ranked as follows:

Rank	Proposer	Location	Score (100 max)
1	Birdi & Associates	Pasadena, CA	92.97
2	Enterprise Security	Anaheim, CA	76.96
3	Convergint Technologies LLC	Orange, CA	71.39

Attachment A includes a summary of the scoring criteria and results.

Based on the scoring above, staff recommends authorization to enter into a contract with Birdi & Associates, Inc. for the purchase and installation of the Jail Access Control Monitoring System, Jail Locks, and Cell Check Solution.

The costs listed below reflect the base implementation amount, as well as a ten percent contingency allowance. A summary of the contract is as follows:

Base Implementation Amount	\$594,102
Contingency Allowance (10%)	<u>\$ 59,411</u>
Contract "Not To Exceed" Amount	\$653,513

Staff also recommends an additional appropriation of \$116,013 to the JACAMS Project, 71811, which will be funded from the Police Department's Supplemental Law Enforcement Fund (201). The additional amount is needed to cover the expense of the cell check system that was added to the project scope and included in the total contract amount.

It is anticipated that it will take 5 to 6 months to complete the installation under the proposed contract. There are currently no open purchase orders or contracts with Birdi & Associates, Inc.

COUNCIL POLICY CONSIDERATION:

The proposed contract with Birdi & Associates, Inc. supports the City Council's strategic goal to ensure public safety by replacing critical infrastructure in the Police jail facility.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for replacement of the existing jail access control and monitoring system, which will not result in any physical changes to the environment.

FISCAL IMPACT:

The total cost of the proposed action will be \$653,513. Funding for this action will be addressed by the utilization of both existing budgeted appropriations, and those recommended as part of this agenda report, in the Police Jail Access Control and Monitoring System Replacement Capital Improvement Program Project (71811). It is anticipated that approximately \$416,000 will be spent during the current fiscal year and the remainder in FY 2021. Annual ongoing maintenance and support costs for the system are estimated at \$28,800 annually, which will be addressed by future budgeted appropriations in the Police Department operating budget for FY 2021.

Respectfully submitted,



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Approved by:



STEVE MERMELL
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Attachments:

- A) Summary of Proposal Scoring
- B) Taxpayer Protection Amendment