

Agenda Report

September 14, 2020

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BIRDI SYSTEMS, INC. DBA BIRDI & ASSOCIATES, INC. FOR ENTERPRISE BUILDING SECURITY MANAGEMENT, PHASE 2, SECURITY ENCHANCEMENTS AT THE VILLA PARKE COMMUNITY CENTER AND THE LA PINTORESCA AND VILLA PARKE BRANCH LIBRARIES

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); and
2. It is recommended that the City Council: i) accept the bid dated August 4, 2020 submitted by Birdi Systems, Inc. DBA Birdi & Associates, Inc. in response to specifications for Enterprise Building Security Management, Phase 2; ii) reject all other bids received; and, iii) authorize the issuance of a contract for an amount not to exceed \$234,300, which includes the base contract amount of \$213,000 and a contingency of \$21,300 for any necessary change orders.

BACKGROUND:

The City owns and maintains critical assets across many facilities that need to be protected and secured. Security at these facilities is also paramount for employee safety. Over the years, facility security and access has been minimally updated without standardization and has limited the City's ability to take advantage of advancements in building security technology.

Given this gap in building security modernization, an Enterprise Building Security Management (BSM) Capital Improvement Program (CIP) project was created in FY 2016 to provide a citywide enterprise standard for facilities access control and video surveillance. The objective of the project is to secure City assets and resources,

safeguard against loss, improve facilities' access management controls, limit public access to staff areas, and improve incident response time. The project was fully funded as part of the FY 2020 Adopted CIP budget, and is currently managed by Department of Information Technology (DoIT) staff.

Under the BSM project, there are presently twelve (13) locations scheduled to have access controls and/or video surveillance installed. To optimize resource usage and scheduling, and reduce complexity, the locations have been grouped into the following three phases:

- **Phase 1:** Police Department-Administration and City Hall
- **Phase 2:** Villa Parke Community Center and Branch Libraries: La Pintesca, and Villa Parke
- **Phase 3:** Central Library, Branch Libraries: Allendale, Hastings, Hill, Lamanda, Linda Vista, Santa Catalina, and San Rafael

On November 25, 2019, City Council approved a contract for Phase 1 locations, and work is currently in progress at City Hall. Work for the Phase 2 locations is being funded by Community Development Block Grant (CDBG) funds, and includes the installation of access controls and cameras at the Villa Parke Community Center and Branch Library, and the La Pintesca Branch Library.

On July 9, 2020 a Bid Specifications for "Enterprise Building Security Management, Phase 2" was posted on Planet Bids, and in accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. A total of 3,007 vendors were notified and 38 vendors downloaded the RFP for review, including 2 local vendors.

On August 4, 2020, the City received a total of 2 proposals in response to the Bid Specifications, of which 1 was a local small business. The bids were reviewed by the CDBG Program Coordinator in the Housing Department to confirm Section 3 compliance and commitment and are as follows.

Vendor	Location	Amount
1. Birdi Systems, Inc.	Pasadena, CA	\$ 212,999.70
2. Convergint Technologies, LLC	Orange, CA	\$ 215,303.80

Following review of the submitted bids, it is recommended that Birdi Systems, Inc. DBA Birdi & Associates, Inc. be awarded the contract for this project as they are the lowest responsive and responsible bidder and met all the Section 3 requirements. A contract in an amount not to exceed \$234,300 will be set up as follows:

Base Bid	\$212,999.70
Contingency Allowance (10%)	\$ 21,300.30
Total Not-to-Exceed Amount	\$234,300.00

It is anticipated that it will take 3 to 4 months to complete the installation under the proposed contract. There is currently one active contract, 31661, with Birdi Systems, Inc., for the purchase and installation of a Jail Access Control and Monitoring System at the Police Jail facility, which was awarded back in February of this year through a competitive selection process.

COUNCIL POLICY CONSIDERATION:

The proposed contract with Birdi Systems, Inc. supports the City Council's strategic goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.


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 installation of access control devices which will not result in any physical changes to the environment.

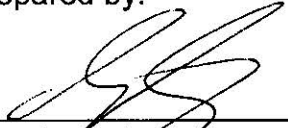
FISCAL IMPACT:

The total cost of the proposed action will be \$234,300. Funding for this action will be addressed by the utilization of existing budgeted appropriations in two Capital Improvement Program projects: #71163 (Enterprise Building Security Management) and #78061 (Villa Parke Community Center Improvements). It is anticipated that the entire amount will be spent during the current fiscal year. Annual ongoing maintenance and support costs for the Villa Parke and La Pintoresca facilities beyond the first year, are estimated at \$18,250 will be addressed by future budgeted appropriations in the Department of Information Technology operating budget for FY 2022.

Respectfully submitted,


PHILLIP LECLAIR
Chief Information Officer
Department of Information Technology

Prepared by:


Dan Augustyn
Management Analyst V
Department of Information Technology

Approved by:


STEVE MERMELL
City Manager