

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Jeremy Laurentowski, Parks and Recreation Director *SL*

BY: Allen Walter, Landscape and Parks Superintendent *AW*

DATE: May 22, 2014 (CC Meeting of June 4, 2014)

SUBJECT: Consider Amendment No. 4 to Agreement with Simi Valley Lock and Key for Installation of Electronic Access Control System

BACKGROUND / DISCUSSION

Staff has determined that all non-public entrances to City occupied facilities should be improved to increase the level of security and remove the need for assigned keys to various staff members. Staff proposes the installation of a computerized automated access control system operated by a card or keypad.

The installation of an integrated, computer controlled, electronic access system will remove the need of keys for entering City facilities. Some keys will be retained by certain management staff in case of a system failure, such as a power outage. Once the access control system is installed, it will enable the City to grant or restrict access to areas and resources within the facility by assigning credentials (access card or key pad code) to employees. Staff will have access to certain facilities through the use of their City issued identification card. Certain authorized vendors may also be issued a temporary access card or temporary key code. Specified time periods and access levels can be assigned to certain individuals based on their need for accessing particular areas. Users will be added or deleted, with minimal delay, through the City's computer network.

Staff proposes to install the equipment at the Active Adult Center, Community Center, Administration Building, Development Services Building, Annex I, Annex II, and Arroyo Vista Recreation Center and will utilize the same access equipment that was installed at the Ruben Castro Human Services Center (RCHSC) in order to maintain consistency with programming procedures and equipment hardware. Staff has been satisfied with the equipment that was installed at the RCHSC and upgraded the access software during the construction of the building in 2012.

Staff requested proposals from several vendors to install an access control system and determined Simi Valley Lock and Key as the lowest qualified bidder to perform the work. The total cost to install the system is twenty-nine thousand four hundred eighty-five dollars (\$29,485). Staff recommends including a ten percent (10%) contingency in the amount of two thousand nine hundred forty-nine dollars (\$2,949), for a total cost of thirty-two thousand four hundred thirty-four dollars (\$32,434).

Simi Valley Lock and Key is currently under contract to provide locksmith and key services as needed to the City for fifteen thousand dollars (\$15,000) annually, and a total contract cost of thirty thousand dollars (\$30,000) for the two year term of the Agreement. Staff is requesting that the City Council approve Amendment No. 4 to the Agreement with Simi Valley Lock and Key, increasing the total compensation to a total of sixty-two thousand four hundred thirty-four dollars (\$62,434) and authorize the City Manager to execute Amendment No. 4.

FISCAL IMPACT

Staff included funding in the FY 2013/14 budget to complete this work and to provide maintenance services as needed. Staff is not requesting additional appropriation at this time.

STAFF RECOMMENDATION

Approve Amendment No. 4 to the Agreement with Simi Valley Lock and Key to increase the total compensation from thirty thousand dollars (\$30,000), to sixty-two thousand four hundred thirty-four dollars (\$62,434) for the total term of the Agreement, and authorize the City Manager to execute the Amendment, subject to final language approval by the City Manager.

Attachment: Simi Valley Lock and Key Amendment No. 4.

**AMENDMENT NO. 4
TO AGREEMENT BETWEEN THE CITY OF MOORPARK AND
SIMI VALLEY LOCK AND KEY FOR LOCKSMITH AND KEY SERVICES**

This Amendment No. 4 to the Agreement between the City of Moorpark, a municipal corporation ("City"), and Simi Valley Lock and Key, a sole proprietorship, ("Contractor") for locksmith and key services at various City owned properties ("Agreement"), is made and entered into this _____ day of _____, 2014.

RECITALS

WHEREAS, on April 9, 2013, the City and Contractor entered into an Agreement to have the Contractor perform professional services related to locksmith and key services at various City owned properties; and

WHEREAS, on August 27, 2013, the City and Contractor entered into and approved Amendment No. 1 to the Agreement to increase compensation from five thousand dollars (\$5,000), to ten thousand dollars (\$10,000) annually; and

WHEREAS, on February 11, 2014, the City and Contractor entered into and approved Amendment No. 2 to the Agreement to increase the compensation from ten thousand dollars (\$10,000), to fifteen thousand dollars (\$15,000) annually; and

WHEREAS, on March 27, 2014, the City and Contractor entered into and approved Amendment No. 3 to extend the term for one (1) additional year, expiring on March 31, 2015, and also increase the compensation for services to be performed by Contractor for the additional extension period by a total contract value of fifteen thousand dollars (\$15,000) annually; and

WHEREAS, the City now desires to install an access control system at various City facilities, in accordance with Exhibits D, E, and F for a total cost of thirty-two thousand four hundred thirty-four dollars (\$32,434) which includes a ten percent (10%) contingency amount of two thousand nine hundred forty-nine dollars (\$2,949) and increase the annual compensation to fifty thousand dollars (\$50,000) and document said Agreement to amend by jointly approving Amendment No. 4 to the Agreement.

NOW, THEREFORE, it is mutually agreed by and between the parties to amend the Agreement as follows:

I. Section 2, Scope of Work, is amended by replacing this section in its entirety as follows:

"City does hereby retain Contractor in a contractual capacity to provide locksmith and key services as set forth in Exhibits A, D, E, and F, where said Scope of Services attached hereto and incorporated herein by this reference as though set forth in full shall take precedence.

Contractor shall perform the services described in Scope of Services set forth in Exhibits A, D, E, and F attached hereto and incorporated herein by this

reference as though set forth in full. Compensation for the services to be performed by Contractor shall be in accordance with Exhibits A, D, E and F.

Compensation for the services to be performed by Contractor shall be in accordance with Exhibits B, E, and F, attached hereto and incorporated herein by this reference as though set forth in full. Compensation shall not exceed the rates or total value of eighty-two thousand four hundred thirty-four dollars (\$82,434) as stated in Exhibits B, E, and F, without the written authorization of the City Manager. Payment by City to Contractor shall be as referred to in this Agreement.”

II. Section 5, PAYMENT, is amended by replacing the first paragraph of Section 5 in its entirety with the following language:

“The City agrees to pay Contractor monthly, in accordance with the terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed fifty thousand dollars (\$50,000) annually without a written Amendment to this Agreement executed by both parties. The City also agrees to pay the Contractor thirty-two thousand four hundred thirty-four dollars (\$32,434) as stated in Exhibit E and F, for the installation of the access control system, which includes a ten percent (10%) contingency in the amount of two thousand nine hundred forty-nine dollars (\$2,949).”

III. Remaining Provisions:

Except as revised by this Amendment No. 4, all of the provisions of the Agreement shall remain in full force and effect.

In Witness Whereof, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF MOORPARK

SIMI VALLEY LOCK AND KEY

By: _____

By: _____

Steven Kueny, City Manager

Wade Klepic, Owner

Attest:

Maureen Benson, City Clerk

EXHIBIT A

SCOPE OF SERVICES

Provide locksmith and key services requiring a licensed locksmith contractor.

For each job requested by City representatives, contractor must respond and provide an initial assessment of the project.

Contractor will provide an estimate to City representative and only start work upon authorization from proper City representatives.

ROUTINE ELECTRICAL SERVICES One (1) to three (3) working day response

Trouble-shoot undetermined lock failures

Provide installation of new or updated locking systems

Access control systems integration and installation

Master key system setup and integration

High security lock and restricted key service

Fire exit and panic bar lock service and installation

Locks opened

Locks rekeyed

Locks master keyed

Locks keyed alike

Security surveys

Keyless entry

Change cylinders

Gate locks repair file cabinet locks

EMERGENCY ELECTRICAL SERVICES One (1) to three (3) hour response

Any lock or key problem or service the City requests as an emergency response.

EQUIPMENT RESPONSIBILITY

Contractor is responsible for all specialized equipment and materials to complete all services or repairs.

EXHIBIT B

SIMI VALLEY LOCK AND KEY

SERVICE RATES FOR LOCKSMITH AND KEY SERVICES

ROUTINE WORK - One (1) to three (3) working day response

Monday thru Friday 7:00 am to 5:30 pm: \$60.00 Per hour + \$65.00 Trip charge

Monday thru Friday 5:30 pm to 7:00 am: \$60.00 Per hour + \$65.00 Trip charge

Weekend and Holiday: \$60.00 Per hour + \$65.00 Trip charge

EMERGENCY WORK - One (1) to three (3) hour response

Monday thru Friday 7:00 am to 5:30 pm: \$85.00 Per hour + \$65.00 Trip charge

Monday thru Friday 5:30 pm to 7:00 am: \$85.00 Per hour + \$65.00 Trip charge

Weekend and Holiday: \$85.00 Per hour: + \$65.00 Trip charge

EXHIBIT D
SCOPE OF WORK

ACCESS CONTROL SYSTEM; MOORPARK CIVIC CENTER

Install an integrated, computer controlled electronic key system at premise location. Unit will enable an authority to grant or restrict access to areas and resources within the facility by assigning credentials to employees. When these credentials are presented to a reader, information is processed and determines who is allowed to enter doors. Each transaction is logged into a database that can be reviewed for security purposes.

Time zones and Access Levels can be assigned to employees based on the need to access or not access areas. Users can be added or deleted quickly thru the end user computer network.

Doors and gates can be set for auto timed lock up and unlock.

Card Readers will be located @ 14 Openings (11 doors and 3 gates)

Locking system will be installed on:

- 3 - Existing Gates
- 1 - Rear Door on Community Services Development bldg.
- 2 - Doors on Annex bldgs. I & II (4 Doors Total)
- 2 - Doors on Admin bldg.
- 1 - Door on Conference Room
- 1 - Community Center Side Door
- 1 - Community Center Single Front Door
- 1 - Active Adult Center Kitchen Rear Door

SPECIFICATIONS

Essex prox keypads pph-103
Paxton net2 plus w/professional software

Equipment is backed by a one year parts and labor warranty.

Customer shall provide mounting space for panels, power supplies, in the control room.

Customer shall provide 110VAC power in the control room.

Customer shall provide One Network Connection w/ Static IP Address as needed.

JOB PROPOSAL

June 16, 2012

EXHIBIT E

City of Moorpark
799 Moorpark Ave.
Moorpark, CA 93021
Attn: Allen Walter

We hereby propose to furnish the material and labor necessary for the completion of:
INSTALL ACCESS CONTROL SYSTEM @ CIVC CENTER COMPLEX

- 14 – PAXTON CONTROLLERS
- 14 – ESSEX PROX/KEYPADS
- 11 – ELECTRIC LOCKS
- 3 – LOCK POWER SUPPLIES
- 1 – LOT, MISC. WIRE, CONDUIT, ETC.
- 1 – LABOR
- 1 – STATE SALES TAX
- 1 – ONE YEAR PARTS AND LABOR WARRANTY

CUSTOMER TO PROVIDE ALL NECCESARY 110V ELECTRIC OUTLETS AS NEEDED
CUSTOMER TO PROVIDE STATIC IP ADDRESSES AS NEEDED
CUSTOMERS IT DEPT. TO MAKE CONNECTION TO CITY NETWORK
ANY PAINT, PATCH STUCCO REPAIRS NOT INCLUDED

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.
Not responsible for door re-certifications, door closer or door alignment repairs.

All material is guaranteed to be as specified, and the above work to be performed for the sum of:
TWENTY THREE THOUSAND NINE HUNDRED EIGHTY SEVEN DOLLARS & 00/100
(23,987.00)

~~PAYMENT TERMS: \$8000.00 ON START OF PROJECT / \$8000.00 MID POINT PROGRESS
PAYMENT / \$7987.00 NET 30 DAYS FROM COMPLETION OF PROJECT~~

SIMI VALLEY LOCK & KEY
1925-C ANGUS AVE. SIMI VALLEY, CA. 93063
OFFICE (805) 527-9411 FAX (805) 527-0681
CONTRACTORS LIC. 575915-C28 / LOCKSMITH PERMIT LCO 4932

JOB PROPOSAL

EXHIBIT F

August 9, 2012

City of Moorpark
799 Moorpark Ave.
Moorpark, CA 93021
Attn: Allen Walter

We hereby propose to furnish the material and labor necessary for the completion of:
INSTALL ACCESS CONTROL SYSTEM @ ARROYO VISTA COMMUNITY CENTER
2 - PAXTON CONTROLLERS
2 - ESSEX PROX/KEYPADS
2 - ELECTRIC LOCKS
2 - POWER SUPPLIES
1 - LOT, MISC. WIRE, CONDUIT, ETC.
1 - LABOR TO INSTALL
1 - STATE SALES TAX
1 - ONE YEAR PARTS AND LABOR WARRANTY

CUSTOMER TO PROVIDE 110V OUTLETS AND STATIC IP ADDRESSES AS NEEDED
CUSTOMERS IT DEPT TO MAKE CONNECTION TO CITY NETWORK
ANY PAINT, PATCH REPAIRS NOT INCLUDED

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.
Not responsible for door re-certifications, door closer or door alignment repairs.

All material is guaranteed to be as specified, and the above work to be performed for the sum of:
FIVE THOUSAND FOUR HUNDRED NINETY EIGHT DOLLARS AND 00/100 (\$5,498.00)

~~PAYMENT TERMS: \$2,000.00 ON START OF PROJECT / \$1,000.00 MID POINT PAYMENT / \$2,490.00 DUE NET 30 DAYS FROM COMPLETION OF PROJECT~~

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above

DATE _____ SIGNATURE _____

SIMI VALLEY LOCK & KEY
1925-C ANGUS AVE. SIMI VALLEY, CA. 93063
OFFICE (805) 527-9411 FAX (805) 527-0681
CONTRACTORS LIC. 575915-C28 / LOCKSMITH PERMIT LCO 4932