

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

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

**BY:** Allen Walter, Landscape/Parks Maintenance Superintendent

**DATE:** September 15, 2014 (CC Meeting of October 1, 2014)

**SUBJECT:** Consider Amendment No. 5 to Agreement with Simi Valley Lock and Key for Installation of Additional Electronic Access Control Systems and Authorize the City Manager to Execute the Amendment

**BACKGROUND / DISCUSSION**

On June 14, 2014, City Council authorized staff to install an integrated, computer controlled, electronic access system at the Active Adult Center, Community Center, Administration Building, Development Services Building, Annex I, Annex II, and Arroyo Vista Recreation Center at all non-public entrances to City occupied facilities to increase the level of security and remove the need for assigned keys to various staff members.

Staff awarded the access control system Contract to Simi Valley Lock and Key, the lowest qualified bidder, to perform the work. The total cost to install the system was \$32,434, which included a 10% contingency in the amount of \$2,949.

Staff is now requesting the Council to approve four additional access control systems; one will be installed at the City Administration Building computer room, one at the Apricot room video, one at the Community Center single lobby entry door, and one at the Citrus room outside entry door. The additional cost at these four locations is an additional \$7,900, bringing the total cost to install the access control systems to \$40,334. Simi Valley Lock and Key is currently under contract to provide locksmith and key services as needed to the City for \$15,000 annually, and a total contract cost of \$45,000 for the three year term of the Agreement. Staff is requesting that the City Council approve Amendment No. 5 to the Agreement with Simi Valley Lock and Key, increasing the total compensation to a total of \$85,334, and authorize the City Manager to execute Amendment No. 5.

**FISCAL IMPACT**

Sufficient funding is in the FY 2014/15 budget to complete this work. Staff is not requesting additional appropriation at this time.

**STAFF RECOMMENDATION**

Approve Amendment No.5 to the Agreement with Simi Valley Lock and Key to increase the total compensation to \$85,334 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. 5.

**AMENDMENT NO.5  
TO AGREEMENT BETWEEN THE CITY OF MOORPARK AND  
SIMI VALLEY LOCK AND KEY FOR LOCKSMITH AND KEY SERVICES**

This Amendment No. 5 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 amended the Agreement to extend the term for one (1) additional year, expiring on March 31, 2015; and

**WHEREAS**, on June 24, 2014 the City and Contractor entered into and approved Amendment No. 4 to the Agreement to install an access control system at various City facilities, in accordance with Exhibits D, E, and F. Compensation shall be increased from thirty thousand dollars (\$30,000), which is fifteen thousand dollars (\$15,000) annually, by thirty-two thousand four hundred thirty-four dollars (\$32,434), for a total contract value of sixty-two thousand four hundred thirty-four dollars (\$62,434) for the total term of the Agreement, and document said agreement to amend by jointly approving Amendment No. 4 to the Agreement.

**WHEREAS**, the City now desires to install an additional access control systems at various City facilities, in accordance with Exhibit G, for an additional cost of seventy-nine hundred dollars (\$7,900) increasing the total cost to forty thousand three hundred thirty-four dollars (\$40,334) for the access control system installation. Compensation shall be increased from sixty-two thousand four hundred thirty-four dollars (\$62,434) to eight-five thousand three hundred thirty-four dollars (\$85,334) which includes fifteen thousand dollars (\$15,000) annually, for a total contract value of eight-five thousand three hundred thirty-four dollars (\$85,334) for the total term of the Agreement, and document said agreement to amend by jointly approving Amendment No. 5 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, F, and G, 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, F, and G 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, F, and G.

Compensation for the services to be performed by Contractor shall be in accordance with Exhibits B, E, F, and G, attached hereto and incorporated herein by this reference as though set forth in full. Compensation shall not exceed the rates or total value of seventy thousand three hundred thirty-four dollars (\$70,334) as stated in Exhibits B, E, F, and G, without the written authorization of the City Manager. Payment by City to Contractor shall be as referred to in this Agreement.

City and Contractor acknowledge that this project is a public work to which prevailing wages apply. Contractor agrees to comply with and be bound by all the terms, rules and regulations described in (a) Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code, including without limitation Labor Code Section 1771 and (b) the rules and regulations established by the Director of Industrial Relations implementing such statutes, as though set forth in full herein, including any applicable amendments made thereto during the term of this Agreement. For every subcontractor who will perform work on this project, Contractor shall be responsible for subcontractor’s compliance with (a) and (b), and Contractor shall take all necessary actions to ensure subcontractor’s compliance.”

- II. Section 5, PAYMENT, is amended by replacing this section in its entirety as follows:

“Compensation for the services to be performed by Contractor shall be in accordance with Exhibits B, E, F, and G of the Agreement. Compensation shall not exceed the rates shown on Exhibit B, a total contract value of forty-five thousand dollars (\$45,000) annually for locksmith and key services and Compensation shall not exceed the rates shown on Exhibits E, F, and G a total contract value of forty thousand three hundred thirty-four dollars (\$40,334) for access control systems

installation for a total compensation of eight-five thousand three hundred thirty-four dollars (\$85,334) for the total term of the Agreement, without a written Amendment to this Agreement executed by both parties.”

Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement, which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Contractor at the time City’s written authorization is given to Contractor for the performance of said services.

Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor’s fees it shall give written notice to Contractor within thirty (30) days of receipt of any disputed fees set forth on the invoice. Contractor shall provide appropriate documentation, as determined by the City, for all reimbursable expenses.”

III. Remaining Provisions:

Except as revised by this Amendment No. 5, 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: \_\_\_\_\_

Steven Kueny, City Manager

By: \_\_\_\_\_

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 LOCKSMITH AND KEY 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

August 9, 2012

EXHIBIT F

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 / \$2,498.00 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

JOB PROPOSAL

EXHIBIT G

August 20, 2014

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:  
ADD FOUR DOORS TO ACCESS SYSTEM @ CIVIC CENTER COMPLEX

- 4 – PAXTON CONTROLLERS
- 4 – KEYPAD / PROX READERS
- 3 – ELECTRIC LOCKS (USE EXISTING ELECTRIC PANIC BAR @ FRONT COUNTER)
- 2 – LOCK POWER SUPPLIES
- 1 – LOT, MISC. WIRE, CONDUIT ETC.
- 1 – STATE SALES TAX
- 1 – LABOR
- 1 – ONE YEAR PARTS AND LABOR WARRANTY

CUSTOMER TO PROVIDE ALL NECCESARY 110V ELECTRIC OUTLETS AS NEEDED  
CUSTOMER TO PROVIDE STATIC IP ADDRESS AS NEEDED  
CUSTOMERS IT DEPT. TO MAKE CONNECTION TO CITY NETWORK

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/Gate Closer Alignment Repair, Drywall Paint, Patch and/or Repair.

This proposal is good for a period of 30 days

All material is guaranteed to be as specified, and the above work to be performed for the sum of:  
SEVEN THOUSAND NINE HUNDRED DOLLARS AND 00/100 (\$7,900.00)

PAYMENT TERMS: NET 30 DAYS

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