



## Legislation Text

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**File #:** 22-0289, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Derrick Abell, Interim Chief of Police  
Andy Harrod, Acting Police Captain  
Matt Sabosky, Police Lieutenant  
Julie Dahlgren, Senior Management Analyst

**SUBJECT:**

Consideration of a Resolution Awarding a Three-Year Crossing Guard Services Contract to All City Management Services in an Amount Not-to-Exceed \$1,495,000 (Interim Police Chief Abell).

**ADOPT RESOLUTION NO. 22-0112**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 22-0112 awarding RFP # 1276-22 to All City Management Services for a three-year contract to provide crossing guard services (with two-year extension option) in an amount not-to-exceed \$1,495,000.

**FISCAL IMPLICATIONS:**

Sufficient funds are budgeted in Fiscal Year 2022-2023. Future years will be budgeted accordingly for this service.

**BACKGROUND:**

The City's Crossing Guard Program was introduced in the mid-1980s to assist schoolchildren safely across intersections. Up until 2007, the Crossing Guard Program was operated in-house (staffed by part-time City employees and overseen by the Police Department's Traffic Sergeant). The direct cost of the in-house program was \$204,775 (excluding full-time staff time for program management, scheduling, recruiting, conducting background investigations, hiring, and payroll). As a City-run program, the City was also responsible for all liability issues, including workers' compensation claims, which over a ten-year period cost an average of \$12,900 per year.

In July 2007, this program was outsourced to ensure that it is always fully staffed, thus eliminating the diversion of Police Department staff to backfill crossing guard vacancies and absences, reducing time necessary to supervise staff, and eliminating crossing guard workers' compensation claims. All City Management Services has been the contracted crossing guard service-provider since July 2007. Since then, the program has grown from 19 locations to 26 locations.

**DISCUSSION:**

A Request for Proposal (RFP # 1276-22) was posted on ProcureNow, the City's online bid notification service. A total of two responses were received. The bid comparison (Attachment) lists the cost from each bidder.

Staff recommends that the City Council award a three-year contract (with an optional two-year extension) to the lowest bidder, All City Management Services.

This recommendation is based on their pricing, the good service they have provided to the City of Manhattan Beach over the past 15 years, 30 years of crossing guard management experience, and site-specific knowledge.

If this award is approved, services would begin at the start of the new school year.

If at any time the City is not satisfied with All City Management Services, it may terminate the contract with five days written notice.

#### **PUBLIC OUTREACH:**

This bid was advertised on the City's website as well as ProcureNow, the City's online bidding notification service.

#### **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

#### **LEGAL REVIEW**

This agreement has been reviewed by the City Attorney and is approved as to form.

#### **ATTACHMENTS:**

1. Resolution No. 22-0112
2. Agreement - All City Management Services
3. RFP # 1276-22 Bid Comparison for Crossing Guard Services