



Legislation Text

File #: RES 17-0064, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Eve R. Irvine, Chief of Police
Bruce Moe, Finance Director
Andy Harrod, Police Lieutenant
Gwen Eng, Purchasing Manager
Julie Dahlgren, Senior Management Analyst

SUBJECT:

Resolution Awarding a Three-Year Crossing Guard Services Contract to All City Management Services in the Amount of \$818,175 (Police Chief Irvine).

ADOPT RESOLUTION NO. 17-0064

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 17-0064 awarding RFP #1127-17 to All City Management Services for a three-year contract to provide crossing guard services (with two one-year extension options) with an average annual cost of \$272,725.

FISCAL IMPLICATIONS:

Sufficient funds are budgeted in FY 2017-2018. Future years will be budgeted accordingly for this service.

BACKGROUND:

The City's Crossing Guard Program was introduced in the mid 1980's. School crossing guards are provided at 21 locations to assist school children safely through intersections during school hours. 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 (ACMS) has been the contracted crossing guard service provider since July 2007.

DISCUSSION:

A Request for Proposal (RFP #1127-17) was posted on the City's website as well as BidSync, a public bid notification board. A total of four responses were received. The bid comparison (Attachment 1) lists the cost from each bidder.

The award selection is based upon several factors: crossing guard management experience, pricing, and references. American Guard Services was the lowest bidder, however, two of the three references provided were dissatisfied with their services, citing staffing issues, absenteeism, numerous resident complaints, unprofessional conduct, and billing errors.

Staff recommends that the City Council award a three-year contract (with two optional one-year extensions) to the next lowest bidder, All City Management Services (ACMS). This recommendation is based on the good service they have provided to the City of Manhattan Beach over the past 10 years, 30 years of crossing guard management experience, and site-specific knowledge.

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

If at any time the City is not satisfied with All City Management's services, it may terminate the contract with thirty-day written notice.

PUBLIC OUTREACH/INTEREST:

This bid was advertised on the City's website as well as BidSync, a public bid notification board.

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. RFP #1127-17 Comparison for Crossing Guard Services
2. Resolution No. 17-0064
3. Professional Services Agreement with All City Management Services

