



AGENDA MEMORANDUM

Action Item for the City Council Meeting June 14, 2022

DATE: June 14, 2022

TO: Peter Zaroni, City Manager

FROM: Charles Mendoza, Director of Asset Management
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Locksmith Services for Asset Management

CAPTION

Motion authorizing a three-year service agreement, with Leslie J. Morris dba The Lock Man, of Corpus Christi, for an amount not to exceed \$117,000.00, for locksmith services for Asset Management, with FY 2022 funding of \$9,750.00 from the Facility Maintenance Fund.

SUMMARY:

This is a motion to approve a service agreement with Leslie J. Morris dba The Lock Man of Corpus Christi, Texas to perform locksmith services to City owned facilities. These services are necessary to maintain security for offices and buildings on locks, lock systems and magnetic lock assemblies to City Buildings. In addition, they will provide repair services on an as needed basis.

BACKGROUND AND FINDINGS:

The contractor shall provide locksmith services along with repairs to all types of locks, lock systems and magnetic lock assemblies at City facilities. The work performed must be accomplished in a manner that meets all applicable specifications, trade standards and provisions, and federal, state, and local codes. Procurement conducted a competitive RFB process to obtain bids for a new contract. The City is recommending awarding the contract to Leslie J. Morris dba The Lock Man of Corpus Christi, Texas.

PROCUREMENT DETAILS:

Finance-Procurement conducted a competitive Request for Bids process to obtain bids. The City received one responsive, responsible bid and staff is recommending the award to Leslie J. Morris dba The Lock Man. The current locksmith agreement is with Leslie J. Morris dba The Lock Man. The pricing per call on the RFB remained the same as the current agreement.

ALTERNATIVES:

The alternative is to perform the work in-house. However, due to the type of work and certification required the Asset Management Department would have to increase their staff.

FISCAL IMPACT:

The fiscal impact for the first year is \$9,750. The department will allocate the required funds as needed. The remaining cost will be budgeted in future years during the annual budget process.

FUNDING DETAIL:

Fund:	5115	Facilities Maintenance
Organization/Activity:	40300	Facility Management & Maintenance
Mission Element:	191	Operate City bldgs & facilities
Project # (CIP Only):	N/A	
Accounts:	530215	Maintenance & Repairs-Contracted

RECOMMENDATION:

Staff recommends the approval of this agreement with Leslie J. Morris dba The Lock Man for locksmith services for Asset Management as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation