



AGENDA MEMORANDUM

Action Item for the City Council Meeting of February 11, 2020

DATE: February 11, 2020

TO: Peter Zanoni, City Manager

FROM: Kevin Norton, Director of Water Utilities
KevinN@cctexas.com
(361) 826-1874

Bill Mahaffey, Director of Gas Operations
BillM@cctexas.com
(361) 826-1801

Kim Baker, Director of Contracts and Procurement
KimB2@cctexas.com
(361) 826-3169

<p>Service Agreement for Security Access Control Maintenance and Repair Services for Utilities Department and Gas Operations</p>

CAPTION:

Motion authorizing a six-month service agreement with Total Protection, Incorporated, of Corpus Christi, Texas, in an amount not to exceed \$79,625.00 to continue on-call maintenance and repair services for security access control systems at 21 locations for Water, Wastewater, and Gas Operations, while Information Technology secures a new longer-term service agreement for all City facilities that have security access, effective upon issuance of notice to proceed, with funding in an amount of \$79,625.00 through the FY 2020 Water, Wastewater, and Gas Funds.

SUMMARY:

This six-month service agreement with Total Protection, Incorporated is to continue maintenance and repair services on the existing access control systems at 21 locations for Utilities Department and Gas Operations. The agreement includes the maintenance and repair of access readers, gates, video monitors, alarm panels, and other security hardware and supporting infrastructure. Information Technology is pursuing a longer-term service agreement in 2020 for all City facilities that have security access control. This short-term agreement allows the Utilities Department and Gas Operations Department to continue meeting the Texas Commission on Environmental Quality (TCEQ) physical security requirements, while allowing time for procurement of the longer-term contract.

BACKGROUND AND FINDINGS:

Total Protection, Incorporated installed the existing security access control system throughout City facilities. This system provides for a single card identification and access to City buildings and facilities. The Utilities Department and Gas Operations rely on this on-call service to support the safety and security of the treatment plants and other utility facilities and to maintain TCEQ regulatory compliance. This service is critical to ensure compliance with TCEQ facility safety regulations.

In 2017, a one-year contract with two one-year option periods was awarded to Total Protection, Incorporated. Information Technology did not exercise the second option period in order to pursue the new City-wide service agreement in FY 2020, which will be administered by the Information Technology Department.

This procurement is through the GoodBuy Cooperative. Contracts awarded through the GoodBuy Cooperative have been competitively procured and are in compliance with Texas local and state requirements.

ALTERNATIVES:

An alternative is to operate the current security access control system components such as card readers to failure, which decreases safety and security and could result in a violation of TCEQ regulatory requirements. Another alternative is to use a manual locking system, which poses a risk if keys or lock combinations are lost or compromised, or if gates are inadvertently or intentionally left unlocked.

FISCAL IMPACT:

The fiscal impact for the Utilities Department and Gas Operations Department is for a total amount not to exceed \$79,625.00. This motion authorizes a six-month service agreement with Total Protection, Incorporated to continue on-call maintenance and repair services for security access control systems at Water, Wastewater, and Gas Operations facilities.

FUNDING DETAIL:

Fund:	4010 Water Fund
Organization/Activity:	31010 Stevens Filter Plant
Mission Element:	062 Treat Water
Project # (CIP Only):	N/A
Account:	530215 Maintenance and Repairs – Contracted
Cost:	\$15,000.00

Fund:	4200 Wastewater Fund
Organization/Activity:	33120 Greenwood Wastewater Plant
Mission Element:	064 Treat Wastewater
Project # (CIP Only):	N/A
Account:	530215 Maintenance and Repairs – Contracted
Cost:	\$39,625.00

Fund:	4130 Gas Fund
Organization/Activity:	34000 Gas Administration
Mission Element:	022 Gas Distribution System
Project # (CIP Only) :	N/A
Account:	530210 Building Maintenance and Service
Cost:	\$25,000.00

RECOMMENDATION:

Staff recommends approval of this motion authorizing a six-month service agreement with Total Protection, Incorporated as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet