



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting of December 1, 2020

**DATE:** December 1, 2020

**TO:** Peter Zaroni, City Manager

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<p><b>Security Access Control Maintenance and Repair Services for the Utilities Department and Gas Operations</b></p>
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### **CAPTION:**

Resolution authorizing a two-year service agreement with Total Protection, Incorporated in an amount not to exceed \$322,000.00 for on-call maintenance and repair services for security access control systems at Water, Wastewater and Gas facilities, effective upon issuance of notice to proceed, with first-year funding in an estimated amount of \$161,000.00 available in the FY 2021 Water, Wastewater, and Gas Funds.

### **SUMMARY:**

This contract is replacing a recently expired contract with Total Protection, Incorporated, to continue maintenance and repair services on the existing access control systems at Utilities and Gas Department facilities. The contract includes access readers, gates, video monitors, alarm panels, and other security hardware and supporting infrastructure. This contract allows the Utilities and Gas Departments to continue meeting the Texas Commission on Environmental Quality (TCEQ) physical security requirements.

### **BACKGROUND AND FINDINGS:**

Beginning in 2006, Total Protection, Incorporated installed the existing security access control system throughout City facilities. They have been supporting the system since it's installation. This system provides for a single card identification and access to city buildings and facilities. The Utilities and Gas Departments rely on this on-call service to support the safety and security

of the treatment plants and other facilities and to maintain TCEQ regulatory compliance. This service is critical to ensure compliance with TCEQ facility safety regulations. The facilities included in this agreement include the Utility administration building, the Gas administration building, wastewater treatment plants and lift stations, pump stations, O.N. Stevens Water Treatment Plant, Sunrise Beach, Choke Canyon Dam, and the Coral Vine Elevated Storage Tank.

This is a sole source procurement. Total Protection, Inc has installed the existing security/access control systems facilities and is considered a sole source provider due to system compatibility requirements. This contract pricing has remained at consistent rates since 2017.

### **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 FY2021 for the Utilities Department is in an amount of \$107,333.00 and Gas Operations is in an amount of \$53,667.00 for an estimated amount of \$161,000.00 The remaining cost in an estimated amount of \$161,000.00 will be budgeted in future years through the annual budget process.

### **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:	\$53,667.00

Fund:	4200 Wastewater Fund
Organization/Activity:	33110 Oso Wastewater Plant
Mission Element:	064 Treat Wastewater
Project # (CIP Only):	N/A
Account:	530215 Maintenance and Repairs – Contracted
Cost:	\$53,666.00

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:	\$53,667.00

**RECOMMENDATION:**

Staff recommends approval of this resolution authorizing a two-year service agreement for security access control maintenance and repair services with Total Protection, Incorporated as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Resolution  
Price Sheet  
Service Agreement