

ITEM # 25  
DATE February 12, 2008

## COUNCIL ACTION FORM

**SUBJECT: WATER PLANT SECURITY SYSTEM IMPROVEMENTS**

**BACKGROUND:**

Six additional card readers are needed for the Technical Services Complex and the other buildings at the Water Treatment Plant, eliminating the need for staff to carry both a security card and metal keys during normal working hours. These security improvements are a continuation of the work described in the 2003 Request for Proposals (RFP) in which Baker Group was selected. The Water and Pollution Control Department prefers to use Baker Group again for several reasons.

1. Knowledge of Current Security System. The contractor adding the additional card readers must fully understand the existing security system and be able to connect the new readers without disrupting or compromising current security features. Baker Group has provided support for the existing system, including all of the system programming. Bringing in a new contractor would result in a loss of continuity in the system programming, making trouble-shooting much more difficult for staff.
2. Compatibility. The new card readers must be integrated into the existing security system and software. Baker installed the existing system and would ensure new components are compatible.
3. Maintenance Availability. When there is a problem, it must be resolved quickly. Baker Group installed and maintains the security system and closed-circuit television at Iowa State University. There is always at least one technician, usually two, in Ames every day.
4. Reliability. Baker Group is very responsive to questions and concerns from W&PC Department staff. Their services are used in facilities throughout the City and throughout Ames.
5. Security Concerns. Because this is a security project, staff prefer not to have Water Treatment Plant plans available to anyone who is willing to put down a deposit. An open RFP solicitation would require a contractor pre-qualification step before allowing companies to view the project details.

In the first Water Treatment Plant security project, Baker was contracted to design the system, provide the equipment, and supervise the electricians. A separate contract was awarded for the electrical portion of the project. Because of concerns with the electrical

contractor on a separate W&PC Department project, staff have requested Baker Group to provide a proposal on the entire project. Staff have worked with Baker Group to develop a scope of work that meets the needs of the City at a price that is consistent with the prices obtained when the original work was competitively bid three years ago. Staff request that the purchasing guidelines allowing single-source negotiations be allowed for the reasons described above.

Funding for this project was originally included in FY 05/06 as \$150,000 for surveillance and access control. After the surveillance cameras and the original card readers were installed, \$39,800 remained in the budget. At the time of mid-year budget corrections, an additional \$30,000 was transferred to this project from savings to the Water Plant SCADA project, bringing the available budget for this project to \$69,800. The contract to Baker Group will be for \$49,000.

**ALTERNATIVES:**

1. Allow a single-source solicitation and award contract to Baker Group in the amount of \$49,000 for security improvements at the Water Treatment Plant.
2. Direct staff to conduct an open Request for Proposals to pre-qualify contractors and then solicit bids from acceptable contractors.

**MANAGER'S RECOMMENDED ACTION:**

By installing additional card readers, staff will only need a security card to access the complex during normal working hours. Eliminating metal keys provides the department more control over who has access to the facilities. The city's *Purchasing Policies* allow for single-source solicitations when there is only one practical source for the services needed. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the contract to Baker Group in the amount of \$49,000.