TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: POLICE

DATE: AUGUST 8, 2005 CMR:331:05

SUBJECT: APPROVAL OF A CONTRACT WITH ALL CITY MANAGEMENT SERVICES, INC. IN THE AMOUNT NOT TO EXCEED $296,000 FOR ADULT CROSSING GUARD SERVICES AND AUTHORIZATION FOR ADDITIONAL BUT UNFORESEEN SERVICES NOT TO EXCEED $29,600 AND CONTRACT EXTENSIONS FOR TWO ADDITIONAL YEARS

RECOMMENDATION

Staff recommends that Council:

1. Authorize the Mayor to execute the attached contract with All City Management, Inc. in the amount of $296,000 for adult crossing guard services;

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with All City Management Services, Inc. for related additional, but unforeseen services which may be required, the total value of which shall not exceed $29,600; and

3. Authorize the City Manager or his designee to exercise the option to renew the contract for the second and third year, provided the contractor is responsive to the City's needs and the quality of the contractor's work/product is acceptable during the first year of the contract.

BACKGROUND

The City is dedicated to ensuring the safety of children traveling to and from school. Prior to 1999, the Police Department was responsible for the hiring, staffing, training, equipping and supervision of hourly crossing guards. Due to the increase in the number of locations where crossing guards are required and the amount of staff time required to handle all the associated responsibilities, together with the use of regular employees including police officers as backfills, the management of the crossing guard program became increasingly time-consuming and labor-intensive for Police personnel. As a result, in August 1999 staff received Council approval to contract for adult crossing guard services.
Guidelines were adopted and approved by Council in February 1993. The assignment of adult crossing guard locations is considered by the City/School Traffic Safety Committee only for those intersections that meet minimum standards and which have been approved by the City/School Traffic Safety Committee. These standards (Attachment C) require that at least 20 school-age pedestrians utilize the crosswalk location per hour, on the way to or from school. In addition, other traffic-related factors are considered such as crossing location, traffic volume, CalTrain crossings, availability of bus service, and/or the number of traffic lanes involved.

All City Management Services, Inc. has been responsible for the management of all crossing guard program functions during the regular school year and the summer session since August 1999. At that time, All City Management Services, Inc. was selected following a request for Proposal (RFP) process (CMR:326:99). The company has provided adult crossing guard personnel, supervision and safety equipment, the operation of pedestrian signals, and has assumed responsibility for the safe crossing of school-aged pedestrians at 26 designated school area crosswalks.

**DISCUSSION**

The work to be performed under the contract is for providing crossing guard services and administrative oversight at locations and hours designated by the City. Staff sent out Requests for Bids to three vendors, and one bid was returned. One vendor who did not submit a bid stated they would be unable to meet the full specifications for the amount of work involved. Staff has reviewed the one bid that was submitted and recommends that the bid of $13.89-$14.81 per hour submitted by All City Management, Inc. be accepted. The bid is three percent below the staff estimate of $296,000 per year. The change order amount of $29,600, which equals 10 percent of the total contract, is requested because over the course of the contract, additional locations and hours staffed, which meet Council guidelines and approved by the City/School Traffic Safety Committee, may be added. Factors include enhanced summer school sessions or new locations being added due to residential redevelopment of previously zoned commercial areas.

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>School Crossing Guard Services/112133</th>
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<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>36 months</td>
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<tr>
<td>Number of Bids Mailed to Contractors</td>
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<td>Total Days to Respond to Bid</td>
<td>21 days</td>
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<td>Pre-Bid Meeting?</td>
<td>No</td>
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<td>Number of Bids Received:</td>
<td>1</td>
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<tr>
<td>Bid Price Range</td>
<td>$296,000</td>
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RESOURCE IMPACT

Funds in the amount of $296,000 are included in the FY 2005-06 Police Department budget.

POLICY IMPLICATIONS

The provision of adult crossing guards is consistent with City policy and meets the requirements of Program T-45 of the Comprehensive Plan.

ENVIRONMENTAL REVIEW

This is not a project under the California Environmental Quality Act (CEQA).

ATTACHMENTS

CMR:326:99
Attachment A: Contract
Attachment B: City of Palo Alto Adult Crossing Guard Warrants

PREPARED BY: ______________________________________
PETE HAZARIAN
Police Administrator

DEPARTMENT HEAD: _________________________________
LYNNE JOHNSON
Police Chief

CITY MANAGER APPROVAL: ___________________________
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Assistant City Manager