TO:         HONORABLE CITY COUNCIL
FROM:      CITY MANAGER        DEPARTMENT: POLICE
DATE: SEPTEMBER 8, 2008        CMR: 352:08
SUBJECT: APPROVAL OF A THREE-YEAR CONTRACT WITH ALL CITY
MANAGEMENT SERVICES INC. IN THE AMOUNT NOT TO EXCEED
$319,366 PER YEAR FOR ADULT CROSSING GUARD SERVICES AND
AUTHORIZATION FOR ADDITIONAL SERVICES NOT TO EXCEED
$31,936 PER YEAR

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached three-
year contract with All City Management Inc. in the amount of $319,366 per year, 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 additional crossing
guard services which may develop during the project, the total value of which shall not
exceed $31,936 per year.

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
supervising the 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 Department has fewer resources to manage the crossing guard program. 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 April 1993 (CMR:175:93). The
assignment of adult crossing guard locations is considered by the City/School Traffic Safety
Committee only for those intersections which meet minimum standards and approved by the
City/School Traffic Safety Committee. These standards (Attachment C) require 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,
applicable Cal Train crossings, availability of bus service, and/or the number of traffic lanes involved. The current agreement for crossing guard services expires on August 31, 2008. This report provides the bid and vendor selection process for the new agreement.

**DISCUSSION**

All City Management Services 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 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 29 designated school area crosswalks.

**Summary of Bid Process**

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Crossing Guard Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>36 months</td>
</tr>
<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>Three</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>14</td>
</tr>
<tr>
<td>Pre-Bid Meeting?</td>
<td>Yes – No response</td>
</tr>
<tr>
<td>Number of Bids Received:</td>
<td>1</td>
</tr>
<tr>
<td>Bid Price Range</td>
<td>$320,000</td>
</tr>
</tbody>
</table>

*Bid summary provided in Attachment B.

During the bid process, several agencies were contacted in an attempt to locate various vendors involved in crossing guard programs. Several of the surrounding agencies and cities use police or school district personnel; several others employ All City Management Services. Two other companies that provide security and crossing guard services in the recent past were contacted and provided with the RFP. Personal telephone contact was made with all three vendors. Two of the vendors declined to submit a proposal. No phone calls were received during the Pre-Proposal teleconference held on July 23, 2008. All City Management Services submitted a proposal which was received by the City’s Purchasing Department on August 5, 2008.

Staff has reviewed the bid submitted and recommends that All City Management Inc. be approved as the vendor. The bid is one percent below the staff estimate of $324,000 per year. The change order amount of $31,936 which equals 10 percent of the total contract is requested over the course of the contract to cover any additional locations that may be added. Factors that would necessitate the change order include enhanced summer school sessions and/or new locations being added due to residential redevelopment of previously zoned commercial areas.
RESOURCE IMPACT

Funds in the amount of $319,366 are included in the FY 2008-09 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

Attachment A: Contract
Attachment B: Bid Summary
Attachment C: City of Palo Alto Adult Crossing Guard Warrants

PREPARED BY: SANDRA BROWN
Police Lieutenant

DEPARTMENT HEAD: LYNNE JOHNSON
Police Chief

CITY MANAGER APPROVAL: JAMES KEENE
City Manager