TO: \hspace{1em} HONORABLE CITY COUNCIL

FROM: \hspace{1em} CITY MANAGER \hspace{1em} DEPARTMENT: POLICE

DATE: \hspace{1em} SEPTEMBER 9, 2002 \hspace{1em} CMR:373:02

SUBJECT: \hspace{1em} APPROVAL OF AWARD OF CONTRACT IN THE AMOUNT OF $197,133 TO ALL CITY MANAGEMENT SERVICES, INC. FOR ADULT CROSSING GUARD SERVICES AND AUTHORIZATION FOR CONTRACT EXTENSIONS FOR TWO ADDITIONAL YEARS

RECOMMENDATIONS

Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with All City Management Services, Inc. in the amount of $197,133 for adult crossing guard services.

2. Authorize the City Manager or his designee to extend the contract for up to two additional years for an amount not to exceed $206,990 for the second year and $217,340 for the third year.

BACKGROUND

The City of Palo Alto is dedicated to ensuring the safety of children traveling to and from school. The Traffic Division in the Police Department was previously responsible for the hiring, training, supervision, scheduling and equipping the adult crossing guards. Because of the increase in the number of locations where crossing guards are needed and the amount of staff time required to handle all the associated responsibilities, together with the use of regular police officer 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 requested Council approval of a contract with All City Management Services to provide crossing guard services. The services included guard coverage at all the locations in addition to all the administrative tasks.

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 20 designated school area crosswalks.

Selection Process

On June 25, 2002, staff sent RFPs to 14 firms. A three-week response time was provided. One vendor, All City Management Services, submitted a proposal. Staff determined that some of other vendors have gone out of business and the others are no longer providing crossing guard services. Staff found All City Management Services’ proposal met all the selection criteria. Staff has been satisfied with the three previous years of work performed by All City Management Services for crossing guard management.

RESOURCE IMPACT

Funds in the amount of $197,133 were approved in the FY 2002-2003 Police Department budget. Funds for subsequent years in the amounts not to exceed $206,990 and $231,177 respectively will be included in the Police Department’s proposed budgets for FY 2002-05.

POLICY IMPLICATIONS

The provision of adult crossing guards is consistent with City policy.

ENVIRONMENTAL ASSESSMENT

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

ATTACHMENTS
Attachment A: CMR: 326:99
Attachment B: Contract Agreement

PREPARED BY:_____________________________________

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Traffic Team Supervisor

DEPARTMENT HEAD:________________________________

PATRICK DWYER
Chief of Police

CITY MANAGER APPROVAL:____________________________

EMILY HARRISON
Assistant City Manager