



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Tell and Members of the City Council

**THROUGH:** David N. Carmany, City Manager

**FROM:** Eve R. Irvine, Chief of Police  
Andy Harrod, Lieutenant  
Gwen Eng, General Services Manager

**DATE:** September 6, 2011

**SUBJECT:** Consideration to Award a One Year Contract Extension to All City Management Services to Provide Crossing Guard Services in an Amount Not to Exceed \$220,000.

---

### **RECOMMENDATION:**

Staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers) and b) approve the one year contract extension to All City Management Services for crossing guard services with an estimated annual cost of \$220,000.

### **FISCAL IMPLICATION:**

Sufficient funds are available in the Police Department budget to renew the Crossing Guard services contract.

### **BACKGROUND:**

All City Management Services has provided crossing guard services to the City of Manhattan Beach since 2007. Following a successful test period, in 2008, the City entered into a three-year contract for crossing guard services. All City Management currently provides school crossing guards at 21 locations to assist school children safely through intersections during school hours. Staff reports that All City Management is effectively meeting the needs and service levels of the City and the Manhattan Beach Unified School District. Staff recommends that the City of Manhattan Beach continue to utilize All City Management for an additional year as our contract service provider for the Crossing Guard Program.

At the time the City entered into the three-year contract, there were no other crossing guard service companies with a proven track record and infrastructure to provide the type of service the City required. Since then, a couple of other security guard companies have begun entering the crossing guard service arena. However, with only a short time in the crossing guard industry, staff is not confident that they have the proven track record and infrastructure to provide the level of service required. Staff recommends that City Council approve an additional year of service with All City Management, who will proceed with operations for the coming school

year. During this period, staff will study the other service providers to determine if formal bidding is possible. The crossing guards' hourly rates will remain the same as last fiscal year. Total program cost last fiscal year was \$216,500 and, if approved, an estimated \$220,000 will be spent this fiscal year. The increase is due to the mid-year addition of a Crossing Guard at 26th Street and Highland Avenue; the projected \$220,000 expenditure in this fiscal year includes a full year of service at the 26<sup>th</sup>/Highland location.

Staff recommends that City Council waive formal bidding and approve a one-year contract extension to All City Management Services. If approved, the contract extension will be in the form of a purchase order. The City may cancel the contract at any time without cause if necessary.