



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-9085

### COUNCIL MEMORANDUM NO. 93-45

From: Deputy Administrator  
Date: May 12, 1993  
Subject: Contract Security Services

During FY94 budget discussions, Council was undecided about retaining contract security services in view of having the police department available. The current contract security services are described in the attached contract documents.

The basic contract, prior to making special reductions to the number of checks in the parks, was \$1,982 per month. Security checks are required at 16 locations, three times every day or 48 checks per day during the summer. This equates to approximately \$1.50 for each security check.

Administration requested the security services contractor quote a cost for reduced services to check only outlying facilities as follows:

- Sewer Treatment Plant
- Spruce Avenue Tank Site
- Iditarod Tank Site
- Iditarod Pump House/Storage Yard
- Mission Hills Pump House
- Public Works Garage
- Airport
- Bumpus Ballfields (May 15 - September 15)

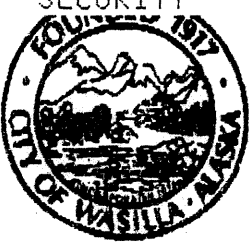
The cost quoted for the eight locations is \$1,845 during summer months or about \$2.56 per check.

Administration believes that the relatively inexpensive security checks performed by the contractor should be continued rather than require regular night time door lock checks and trips to remote sites by our police officers.

  
\_\_\_\_\_  
Robert E. Harris  
Deputy Administrator

**APPROVED**

DATE: 5/24/93  
BY: [Signature]



**CITY OF WASILLA**

290 E. HERNING AVE.  
WASILLA, ALASKA 99684-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-9088

May 6, 1993

Mr. Ned Hahn, President  
Guardian Security Systems, Inc.  
2600 Seward Highway  
Anchorage, Alaska 99503

Re: City of Wasilla Security Contract - July 1993 - June 1994

Dear Mr. Hahn:

The Wasilla City Council is in the process of reviewing the proposed FY94 budget. During the process they have directed that much of our contracted security services be assumed by the new police department. We ask that you provide your proposed fee schedule for continuing the following security services (checks) as they are now being performed. Each location is to be checked 3 times daily between the hours of 6:00 p.m. and 6:00 a.m. Monday through Friday. Saturday, Sunday and holiday checks are to be once during the hours of 6:00 a.m. to 6:00 p.m. and twice between 6:00 p.m. and 6:00 a.m.

Location

- Sewer Treatment Plant
- Spruce Avenue Tank Site
- Iditarod Tank Site
- Iditarod Pump House/Storage Yard
- Mission Hills Pump House
- Public Works Garage
- Airport
- Bumpus Ballfields (May 15 - September 15)

*5-11-93*  
*Bob, per our conversation, the daytime check on Sat, Sun, and holidays would only be needed at the airport. All other locations would have checks done at night.*  
*Monthly cost for patrol service \$1795 per month*  
*Bumpus Ballfields May 15 - Sep 15 per month \$150*

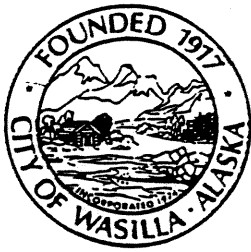
The contract performance will include reporting the address/location of City utility red flashing warning lights and after-duty hours emergency calls to the on-call City employee. This service is between 5:00 p.m. and 8:00 a.m. weekdays and 24 hours per day on Saturdays, Sundays and holidays.

Your prompt response will enable us to report your proposal to Council in a timely manner. Thank you for your cooperation.

Sincerely,

*Robert E. Harris*  
 Robert E. Harris  
 Deputy Administrator

*Thanks*  
*[Signature]*



**CITY OF WASILLA**

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-0788

July 6, 1992

Mr. Ned Hahn, President  
Guardian Security Systems, Inc.  
2600 Seward Highway  
Anchorage, Alaska 99503

Re: City of Wasilla Security Contract - July, 1992 - June, 1993

Dear Mr. Hahn:

This is to confirm earlier notification and agreements to extend the April, 1991 contract for security services between the City of Wasilla and Guardian Security Systems, Inc., through June, 1993., The following modifications and changes to the original contract are agreed upon by the City and by Guardian Security:

- (a) Basic service fee including 3 nightly airport checks is \$1,982.00.
- (b) Delete Carter Park, Townsite Park and Wasilla Lakeside Parks - Deduct \$140.00 monthly.
- (c) Add special checks of Wasilla Lakeside Park for July (\$200.00), August (\$200.00), through September 14, 1992 (\$100.00).
- (d) Add Bumpus Ballfields, \$90.00 per month for July and August, 1992 and June, 1993.

Recapitulation

FY93 Basic Service:	\$1,841.08 per month
Special Wasilla Lakeside Park	500.00 Total
Bumpus Ballfields	270.00 Total

We regret that our approved annual budget will not provide additional compensation for the loss of the parks. We ask that you bring any increased requirements to our attention in March, 1993 so that they may be included for next year's budget considerations.

If the above synopsis is satisfactory, please indicate by your signature below and return to me in two copies. Thank you for your assistance.

Sincerely,

Accepted and Approved:  
Guardian Security Systems, Inc.

City of Wasilla

Robert E. Harris  
Deputy Administrator

By:   
Date: 7-9-92

By: John C. Stein, Mayor  
Date: July 10, 1992



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99687  
PHONE: (907) 373-9050  
FAX: (907) 373-0788

### CONTRACT FOR SECURITY SERVICES

This mutual agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1991 by and between the City of Wasilla, 290 East Herning Avenue, Wasilla, Alaska 99687, hereinafter referred to as "City" and \_\_\_\_\_ hereinafter referred to as "Contractor".

### General Provisions

The Contractor agrees to provide security services to the City of Wasilla in a competent and professional manner and as described in more detail elsewhere herein. The employees of the contractor providing the services shall have received training that is customary of the security services industry and shall be armed, uniformed, and provided distinctively marked vehicles in which to patrol. This agreement shall be valid for a period of one (1) year beginning July 1, 1991 and shall be automatically renewed for additional successive one year periods unless either party gives notice in writing to the other of intention to terminate at least ninety (90) days prior to the expiration of the original one year period or of any subsequent renewal period.

### Services Required

1. The purpose of the security service is to deter, prevent, or detect crime and to protect persons and property of the City of Wasilla. The contractor shall provide a minimum of one armed, uniformed security officer to perform security checks, take minor corrective actions, make reports of deficiencies, corrective actions taken, and take other appropriate action in accordance with the situation and as professional security services would dictate. Patrols are to be provided every night between the hours of 7:00 p.m. and 6:00 a.m. Exact times at each facility and the sequence of the checks shall be varied each night. Check will include but not be limited to:
  - a. Check for unsecured gates, doors and windows.
  - b. Check for signs of forced entry and vandalism.
  - c. Check for fire and fire hazards.
  - d. Unauthorized use of City property, vehicles, parking, camping, parks, etc. and take appropriate action to abate violation of City regulations.

2. The contractor shall prepare and forward to the Deputy Administrator a weekly report of activities and violations discovered during the week.
3. The Contractor shall have telephone answering services operational to receive emergency utility service calls between the hours of 5:00 p.m. and 8:00 a.m. on work days, and 24 hours per day on Saturday, Sundays and holidays. The contractor shall relay all requests for emergency utility service calls to the designated City employee(s) within 15 minutes of receipt.

Location, Frequency and Types of Checks

<u>Location</u>	<u>Number of Daily Checks</u>	
	<u>Mounted</u>	<u>Dismounted</u>
(A) Wasilla City Hall (Includes School Building)		3
(B) Library		3
(C) Museum		3
(D) Senior Center	1	2
(E) Wasilla Lake park	3	(dismount as needed)
(F) Townsite Park	3	(dismount as needed)
(G) Carter Park	3	(dismount as needed)
(H) Sewer Treatment Plant	3	(dismount as needed)
(I) Spruce Avenue Tank Site	2	1
(J) Mission Hills Pump House	2	1
(K) Iditarod Tank Site	3	-
(L) Iditarod Pump House/storage Yard	2	1
(M) Public Works Garage	-	3
(N) Susitna Avenue Pump Station	3	-
(O) Susitna Avenue Boat Launch	3	-
<i>Add (P) AIRPORT July 1992</i>	<i>3</i>	

Note: Contractor shall report the address and location of City utility red flashing warning lights to the designated on-call City employee.

Additions or Deletions

Any addition or deletion to the above described security check locations or duties and associated costs shall be effective only after a written agreement is executed by the City and the contractor.

Relationship

The contractor shall be solely and entirely responsible for his employees, agents and property and shall hold the City harmless for any and all actions, injuries, liabilities and activities arising out of duties performed by reason of this agreement.