


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office; City Manager's Budget Office; and Public Works Department	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  5/28/24

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH FOSTER BROS. SECURITY SYSTEMS, INC. FOR LOCKSMITH SERVICES AT CITY FACILITIES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to exercise up to three one-year options to extend the term of the purchase order with Foster Bros. Security Systems, Inc. (Sunnyvale, CA), for locksmith services at City facilities with the last option ending on or about October 12, 2027, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

The Public Works Department requires locksmith services to augment City staffing and provide security for over 400 City-owned facilities and structures, as well as vehicles and safes. The City utilizes locksmiths to install security locking systems for libraries, community centers, fire stations, police facilities, service yards, and other facilities. Locksmiths also provide daily service for lockouts, lost keys, lock set-up, repair, alteration, key programming, and rekeying. These services are essential for service delivery and to ensure City facilities and equipment remains functional.

In July 2022, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder qualified for the City's local and small business preferences. Staff awarded to Foster Bros. Security Systems, Inc. as the sole, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). The cost for the option period from October 13, 2024 to October 12, 2025, is projected to be in the amount of \$155,000 and future options will be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	0572	Non-Personal/ Equipment	\$24,265,859	\$155,000	803	2/13/2024, 31040

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.