



**DATE:** April 20, 2021

**TO:** Mayor and City Council

**FROM:** Director of Maintenance Services

**SUBJECT:** Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Security Integrations, Inc., for the Purchase of a Citywide Access Control System in an Amount Not-to-Exceed \$601,750.24

### **RECOMMENDATION**

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with the successful bidder Security Integrations, Inc., to purchase a Citywide access control system, in an amount not-to-exceed \$601,750.24 for Phase 1, including the appropriation and transfer of \$295,000 from the General Fund to the Facilities Capital Improvement Fund.

### **SUMMARY**

The security of City-owned buildings is vital to the safety of City customers, visitors, personnel, and assets. Currently, the City utilizes multiple types of building access control systems within various City facilities that do not communicate with one another. The City seeks to implement a single complete network access control system (ACS) for all existing city facilities specified in the request for proposal. Given the dire state of the current fragmented ACS, staff recommends approval of an agreement for the implementation of a new and consolidated ACS.

### **BACKGROUND**

The City's current multi-site ACS is disjointed, lacks integration, and the solution at most locations has reached or exceeded their respective end of useful life-cycle. To resolve the problem, staff determined a single complete network ACS would provide the best solution. Staff conducted research regarding technology changes in security access and created an inter-departmental working group to identify requirements of the ACS. Staff preferred one integrated security suite with web access to allow for a single view that allows each location to manage its own permissions.

An integrated ACS will help organize permissions across the City and provide a safe working environment through this managed access. The ACS will serve as the backbone of the City's

physical security. It will integrate with the current independent video monitoring system to allow for a “single dashboard” view for the security system and the visitor management system. The ACS can also integrate with a Building Management System, Intrusion Alarm System, Fire Alarm Systems, and a Panic Button system.

Staff conducted an assessment and analysis of all City-owned and staff-occupied facilities to determine an appropriate scope of work for replacing the current building access system and installing controlled access at all necessary facilities.

The project will be completed utilizing a phased approach by location, starting with City Hall/Parking Garage followed by the Hayward Police Department and the Hayward Executive Airport to complete the initial phase. The Facilities FY 2022 CIP includes a recommended \$350,000 expenditure to further expand ACS into other City-owned and staff-occupied facilities.

## **DISCUSSION**

Staff conducted an assessment and analysis of all City-owned and staff-occupied facilities to determine an appropriate scope of work for replacing the current building access system and installing controlled access at all necessary facilities.

From this assessment, staff prepared a detailed request for proposals (RFP) to award a vendor an agreement to procure, design, install, and configure a complete network ACS for the City facilities for Phase I with the intention to include Phases II and III in an amendment at a future date. A mandatory pre-bidders meeting was conducted on July 14, 2020 and was attended by eighteen (18) companies. A total of eight (8) companies provided proposals.

A panel of staff members who were identified from various City facilities convened to review and evaluate the proposals and participate in virtual interviews with the applicants. To be considered for evaluation, the proposal for the ACS should allow departments to manage their own accessibility, and the hardware platform must be capable of connecting and managing remote electronic access readers at the various City department properties. Access authorization should be managed and controlled remotely through any City network via login by a designated user/administrator responsible for their respective controlled building locations. The ACS reader should activate on contact with fob or proximity card. Additionally, functionality and capability, such as smartphone app, non-touch proximity technology, and integration with our current video surveillance system were preferred.

## **STRATEGIC ROADMAP**

This agenda item supports the strategic priority outlined in the Strategic Roadmap related to Improving Organizational Health through expanded and standardized physical security.

## FISCAL IMPACT

<b>Project Cost</b>	<b>601,750.24</b>	<b>Current Allocated Budget</b>	<b>306,750.24</b>
Facilities Management	485,000.00	Facilities Management FY21 CIP	190,000.00
Hayward Executive Airport	116,750.24	Hayward Executive Airport FY21 CIP	116,750.24
		<b>Additional General Funds Required</b>	<b>\$ 295,000.00</b>

The proposed agreement for Phase I is not-to-exceed \$ 601,750.24. To complete Phase I, an appropriation of \$295,000 from General Fund is requested. Future phases 2 and 3 would be subject to appropriation of funds by the Council.

## NEXT STEPS

If Council approves the attached resolution, staff will finalize the agreement with the recommended vendor and cause the agreement to be executed.

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*Recommended by:* Todd Rullman, Director of Maintenance Services  
Adam Kostrzak, IT Director

Approved by:



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Kelly McAdoo, City Manager