



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the
Board of Harbor Commissioners

DATE: JUNE 12, 2018

FROM: PORT POLICE

SUBJECT: RESOLUTION NO. _____ - AWARD OF CONTRACT TO CONVERGINT TECHNOLOGIES, LLC FOR SECURITY SYSTEM MAINTENANCE AT THE WORLD CRUISE CENTER ON AN AS-NEEDED BASIS

SUMMARY:

Staff request Board of Harbor Commission approval of an Agreement with Convergent Technologies, LLC (Convergent), Orange, California, to provide professional services to the City of Los Angeles Harbor Department (Harbor Department) for the maintenance and repair of equipment related to security systems at the World Cruise Center (WCC). The systems include Closed Circuit Television (CCTV) and access control readers. The scope of this agreement also includes system upgrades (hardware and software) that may be needed in order to enhance system performance or add to the system's overall capabilities.

The duration of the agreement will be one year with two, one-year, renewal options with a total not to exceed of \$300,000. This contract is the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II, Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, there are no City employees available to perform the work being proposed for contracting;
3. Award the one year agreement (with two renewal options) to Convergent Technologies, LLC;
4. Authorize the Executive Director to execute and the Board Secretary to attest to the Agreement; and
5. Adopt Resolution No. _____.

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DISCUSSION:

Background/Context – The Harbor Department requires the professional services of an outside contractor to provide maintenance and repair services for the CCTV and access control readers located at the WCC and utilized exclusively by United States Customs and Border Protection (CBP). The system is comprised of approximately 146 cameras and 66 access control readers, as well as any new associated systems coming on line during the life of this agreement.

The Harbor Department's Construction Division managed the redesign and installation contract for the Customs and Border Protection security system, which was completed in December 2017. Funding for ongoing maintenance of the system was not included in the construction contract. As a result, a Purchase Order was issued to Convergent Technologies to maintain the security system from January 1, 2018 through June 30, 2018. This contract will provide ongoing maintenance of the security system after the Purchase Order expires.

Conducting regular/preventive maintenance on the security system is of primary importance for the safety and security of all port stakeholders by helping to keep the system in optimal working condition. Not maintaining the system on a regular basis could result in costly repairs.

Contracts and Purchasing Division conducted a City Charter Section 1022 inquiry with various City departments and found no City employees available to assist with the work being proposed for contracting. Union notification was made by Human Resources with no request to meet and confer and no questions regarding the utilization of an outside contractor.

Selection Process – On February 13, 2018, a Request for Proposals for Security System Maintenance and Repair was posted on the Harbor Department's website and the City's Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network.

An evaluation panel consisting of staff from Port Police and the Los Angeles Department of Water and Power rated the proposals on the following criteria: Firm Qualifications, Experience and References, Project Organization, Personnel and

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Staffing; Project Approach, Work Plan, and Management; Rates, Fees and Budget Control; and Clarity and Comprehensiveness of the Proposal. Two responsive proposals were received by the March 8, 2018 deadline:

Based on the proposal evaluations, Convergent was ranked number one by each of the three raters. Subsequently, on April 9, 2018, oral presentations were given by each firm and, again, Convergent was ranked number one by each of the raters. Based on the proposals and oral presentations, Convergent is being recommended to fulfill the duties outlined in the RFP. The final combined scores were as follows:

Rank	Score	Company
1	208.33	Convergent Technologies
2	181.33	Group 2

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of an agreement with Convergent to provide professional services to the Harbor Department for the maintenance and repair of equipment related to security systems at the WCC, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines

FINANCIAL IMPACT:

Funding in the amount of \$100,000 has been requested in the Port Police FY 18/19 Operating Budget, Center 0412, Account 54290, Program 000. Upon Board approval, funding for future fiscal years will be requested as part of the annual budget process.

Fiscal Year	Contract Maximum
2018-2019	\$100,000
2019-2020	\$100,000
2020-2021	\$100,000
Maximum	\$300,000

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved this Agreement as to form and legality.

TRANSMITTAL(S):

1. Personal Services Agreement
2. Combined Scoring Matrix

FIS Approval: 
FIS Approval: 



MICHAEL GRAYCHIK
Deputy Chief of Police



THOMAS E. GAZSI
Chief of Public Safety and
Emergency Management

APPROVED:



EUGENE D. SEROKA
Executive Director

TEG:MG:czej
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