The County of Yuba

Administrative Services

TO: Board of Supervisors

FROM: Administrative Services, Perminder Bains

SUBJECT: Approve professional services agreement for card reader project at the Yuba County Government Center, approve Budget Adjustment Request, and authorize Chair to execute

DATE: February 28, 2023

NUMBER: 81/2023

Recommendation:

Administrative Services' staff recommends the Board of Supervisors approve professional services agreement between Yuba County and Conti, LLC, for card reader project at the Yuba County Government Center, approve Budget Adjustment Request, and authorize Chair to execute.

Background & Discussion:

Over the past several years, Administrative Services has focused on creating a more safe and secure environment for Yuba County Government Center staff, as well as members of the public who conduct business within the facility. Safety measures include, but are not limited to, employing security guards, securing employee hallways, guiding foot traffic through the main entrance, access system upgrades, upgrading security cameras and installing exterior fencing and barriers. In addition to the existing safety and security measures, Administrative Services plans to install additional card readers throughout the facility. This will continue to provide a safe and secure facility and also allow staff to be more efficient and provide cost savings by not reproducing keys.

On December 13, 2022, the Board of Supervisors approved the release of Request for Proposals for the card reader installation project. One qualified proposal was received and it was from Conti, LLC. The proposal was evaluated and met the requirements. Conti, LLC has provided services for the County back in 2019 and the services provided met our expectations. Conti's cost for the project is $68,341.05 and an additional $31,658.95 for the County to purchase control panels, licenses, programming, and minor incidentals. The total cost of the project is $100,000.00.

For fiscal year 2022-2023 the Board has approved $70,000 for this project. Prior to going out to bid additional doors were requested to have card readers, which increased the cost. Administrative Services is requesting an additional $30,000 to complete this project.

Administrative Services' staff recommends the Board approve the professional services agreement, approve the Budget Adjustment Request, and authorize Chair to execute.

Committee Action:

This item is brought directly to the Board of Supervisors due to the nature of the request.

Fiscal Impact:

Board Approved FY 2022-2023 Budget Appropriation in the amount of $70,000
Utilize existing appropriation from FY 2022-2023 Budget within the same category.
Total projected cost for this fiscal year is $100,000.

Source of Funds:
General Fund 101: $70,000 (FY 2022-2023 Budget Appropriation)
General Fund 101: $30,000 (Additional Appropriation requested)

Request for new appropriation and not included in the current budget in the amount of $30,000
Operating Transfer In from 200 Fund - County Capital Improvement Trust

Attachments

81-2023 Conti, LLC Agreement
81-2023 Budget Transfer