

## City Council Agenda Report

Meeting Date: August 1, 2023  
From: Robert Sousa, Chief of Police  
Department: Police  
Submitted by: Brandon Gray, Captain

### **Subject**

Professional Services Agreement with All City Management Services for Crossing Guard Services

### **Recommendation**

Approve and authorize the City Administrator to execute a Professional Services Agreement with All City Management Services, in substantially the same form as submitted, for crossing guard services, for a total amount not-to-exceed \$165,014, for a three-year term.

### **Background**

To ensure the safety of students and their families, the City currently provides crossing guard services at three intersections located near Vernon City Elementary School and Maywood Elementary School, respectively. Although Maywood Elementary is not within Vernon, the school is located just outside of City boundaries and is attended by Vernon residents. The areas surrounding the two schools are densely populated and, with a mass of commuters traveling to and from work, school, and home, traffic is consistently heavy. The crossing guard services provided by the City are vital to maintain the safety and welfare of the public.

The City's previous contract for crossing guard services with All City Management Services (ACMS) expired on June 30, 2023. Prior to the contract expiration, the Police Department (Department) obtained a quote from ACMS for the 2023-2024 school year. The cost quoted for one year of services exceeded \$50,000, thus triggering the requirement for staff to conduct a formal competitive selection process and issue a Request for Proposals (RFP) in accordance with Vernon Municipal Code (VMC) Section 3.32.080.

Subsequently, on July 10, 2023 the Department issued an RFP seeking proposals for crossing guard services. Pursuant to VMC Section 3.32.080, the RFP was reviewed by the City Attorney and approved by the City Administrator. The RFP was posted on PlanetBids and emailed to five qualified vendors as required by VMC Section 3.32.130. In response to the RFP, only two proposals were received by the July 24, 2023 deadline. The written proposals were subject to a review process by three (3) Department employees with extensive knowledge of the City's crossing guard program (selection panel). Individual scores were applied by members of the selection panel using the weighted evaluation criteria set forth in the RFP. Once the scores were averaged, ACMS held the overall top score.

Based on the results of the RFP, staff recommends approval of a three-year agreement with ACMS to provide crossing guard services for the City. ACMS met all the RFP criteria, including qualifications, responsiveness to the RFP, and references. ACMS has over 36 years of experience providing crossing guard services to communities in 20 states, including several in the Southern California area.

The proposed agreement has been reviewed and approved as to form by the City Attorney's office.

**Fiscal Impact**

The fiscal impact is not-to-exceed \$165,014. Sufficient funds are available in General Fund, Community Development, Professional Services – Other Account No. 011-010-160-529215 for the current fiscal year.

**Attachments**

1. ACMS Agreement