

BOARD MEETING DATE: October 4, 2019

AGENDA NO. 12

PROPOSAL: Appropriate Funds and Issue Purchase Orders to Replace Building-Related Equipment

SYNOPSIS: South Coast AQMD's Diamond Bar headquarters building requires the modernization of outdated systems and equipment. The security monitoring server and related equipment must be replaced because the current system will not be supported by Microsoft beginning in January 2020. The dishwashing equipment in the cafeteria was installed in 1990 and needs replacement. These actions are to appropriate \$109,496 from the General Fund Undesignated (Unassigned) Fund Balance to District General's FY 2019-20 Budget and issue two purchase orders for: installation of a rack conveyer system in an amount not to exceed \$60,000; and Lenel security monitoring server and equipment in an amount not to exceed \$49,496.

COMMITTEE: Administrative, September 13, 2019; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$109,496 from the General Fund Undesignated (Unassigned) Fund Balance to District General's FY 2019-20 Budget, Capital Outlays Major Object, Capital Outlays account.
2. Authorize the Procurement Manager to issue a purchase order in an amount not to exceed \$60,000 for the purchase and installation of a new rack conveyor dishwasher system.
3. Authorize the Procurement Manager to issue a purchase order to Security Solutions in an amount not to exceed \$49,496 for the purchase of a Lenel security monitoring server and related equipment.

Wayne Nastri
Executive Officer

Background

There are systems and equipment at South Coast AQMD's Diamond Bar headquarters building that need to be replaced. Lenel is the manufacturer and supplier of the Altronix CCTV and Lenel Card Reader Security System currently in use at South Coast AQMD. The system includes 26 security cameras installed throughout the facility, 24 card readers used for badge swiping, an emergency telephone, and a security gate intercom system. Security Solutions has been providing critical services, support, and product upgrades for South Coast AQMD's Lenel security system since 2002. The current server runs an operating system that Microsoft will no longer support beginning in January 2020. The server and related equipment should be replaced in order to maintain continuity of current security processes.

The cafeteria dishwasher was installed during construction of the building in 1990. The equipment has been in operation for 29 years and is in need of replacement. A review of available replacement equipment determined the funding requirements, and the purchasing process for a new rack conveyor dishwasher system will be in accordance with the South Coast AQMD Procurement Policy and Procedure.

Proposal

Unbudgeted fixed assets above \$10,000 require Board action to allocate funding and to authorize the expenditure. This action is to appropriate funding and to authorize the Procurement Manager to acquire equipment necessary for two critical functions at South Coast AQMD's Diamond Bar headquarters building.

Staff requests an appropriation of \$109,496 from the General Fund Undesignated (Unassigned) Fund Balance to District General's FY 2019-20 Budget, Capital Outlays Major Object, Capital Outlays account. Staff recommends authorizing the Procurement Manager to issue a purchase order to Security Solutions for the purchase of a Lenel security server and related equipment at a cost not to exceed \$49,496. Staff also recommends authorizing the Procurement Manager to issue a purchase order for the purchase of a new rack conveyor dishwasher system at a cost not to exceed \$60,000.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole-source award may be justified. For the Lenel security server and related equipment purchase, the request for sole source purchases from Security Solutions is made under Sections VIII.B.2.c(1): The unique experience and capabilities of the proposed contractor or contractor; VIII.B.2.c(2): The project involves the use of proprietary technology; and VIII.B.2.d(6): Projects requiring compatibility with existing specialized equipment.

Resource Impacts

Funding of \$109,496 for the purchase of the cafeteria dishwasher and the Lenel security server and related equipment will be appropriated from the General Fund Undesignated (Unassigned) Fund Balance to District General's FY 2019-20 Budget, Capital Outlays Major Object, Capital Outlays account.