



# Agenda Item

## City Council

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**Item #:** 3.30.

**9/8/2020**

**File #:** 20-085

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**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Thomas C. Kisela, Chief of Police

### **1. SUBJECT**

Purchase of equipment and labor needed to upgrade the Records Bureau filing system, from McMurray Stern, as a single source vendor, in the amount of \$59,204.

### **2. SUMMARY**

Upgrade of the Records Bureau filing system from McMurray Stern of Santa Fe Springs, California, as a single source vendor. The total not to exceed amount of \$59,204 includes equipment and labor costs of \$53,822, and a 10% contingency of \$5,382.

### **3. RECOMMENDED ACTION**

Approve the purchase of equipment and labor from McMurray Stern in the total amount of \$59,204, representing equipment and labor of \$53,822, plus a contingency of \$5,382 (10%), for upgrades to the Records Bureau filing system.

### **4. FISCAL IMPACT**

The total expenditure for this purchase is \$59,204 and will be funded in CIP-Records Retractable Filing System (20433) through Police Facility Fees (570).

### **5. STRATEGIC PLAN GOALS**

Goal 1: Provide for a safe community

b: Provide and maintain infrastructure necessary to ensure the safety of the public.

### **6. DISCUSSION AND BACKGROUND**

The Records Bureau is responsible for all aspects of police records management and provides support and assistance to police officers with various police reports. The existing Spacesaver powered filing system located in the Records Bureau of the Orange Police Department is used on a daily basis and allows the department to store and manage nine years of department incident reports. The Spacesaver filing system was installed in 1990 and is original to the building. The department has managed to extend the life of the system through the annual maintenance program acquired through McMurray Stern. The maintenance program includes two preventative maintenance visits per year and unlimited service calls used to identify and correct minor problems. Many of the system components in the existing system have become obsolete and replacement parts are no

longer available making it difficult for maintenance technicians to properly service the system. Due to the age of the system and increased service calls, a system upgrade has been recommended.

Spacesaver has made tremendous advancements in the 30 years since the original system was installed. The upgrade is an economical investment with most of the system remaining intact with the exception of the motors, safety features, face panels, and touch screen controls on six moveable carriages. Existing rails, carriages, and shelves will remain installed and will be re-used. The installation process will take three to five working days and will require the removal of existing files to allow access to the carriage housing unit. The Spacesaver Eclipse System upgrade will provide technological advancements, flexibility, and ease of use. Some features include the following:

- Built in safety guards including sensors and light-immune photo sweep
- Touch technology controls to operate the system
- Power override unit used in the event of a power failure
- Secure storage with access restrictions
- Programmable speed
- Programmable non-contact switches

Staff has researched available competitive options and, with the approval of the City Manager, certifies the required upgrade is offered by only one vendor. McMurray Stern in Santa Fe Springs, California, is the only authorized dealer certified to install, service, move or add to any new or existing system in this territory. The vendor was previously used to install the existing filing system and has serviced the filing system for the past 30 years. The upgrade will include a manufacturer's warranty along with one-year scheduled maintenance provided by McMurray Stern.

Capital Improvement Project No. 20433 provides for the improvement of the Records Bureau filing system. The Police Department recommends upgrades to the Records, Spacesaver powered filing system in an amount not to exceed \$59,204, which includes a 10% contingency of \$5,382.

## **7. ATTACHMENTS**

- Proposal from McMurray Stern