

# STAFF REPORT



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| <b>MEETING DATE:</b>  | <b>5/22/12</b>                                                       |
| <b>SUBJECT:</b>       | <b>Approve Office Security Alarm Contract with Bay Alarm Company</b> |
| <b>AGENDA ITEM:</b>   | <b>12-6</b>                                                          |
| <b>STAFF CONTACT:</b> | <b>Sean Tiedgen</b>                                                  |

## **STAFF RECOMMENDATION:**

It is recommended that the board authorize the executive director to enter into a contract with Bay Alarm Company to:

1. Install an office security system; and
2. Provide monthly monitoring service at \$35 per month for a three-year term, ending with a total cost not to exceed \$1,260.

## **DISCUSSION:**

The board approved the RTPA's move to an independent agency at the February 28, 2012, board meeting. A lease agreement was approved at the March 15 board meeting for office space at 1255 East Street, Suite 202, in Redding. A security system is recommended to protect RTPA assets, including computers, office equipment, and the new data server.

Cost estimates were provided by three vendors. The Bay Alarm Company provided the best value for services provided, including:

- No charge for installation of a leased security system (includes hardware, wiring, staff access keys and training);
- Competitive monthly maintenance and monitoring fee (\$35); and
- Free online account management and remote phone access.

## **ALTERNATIVES:**

The board may decline to approve the contract and forego an office security system. This may increase agency insurance premiums.

## **OTHER AGENCY INVOLVEMENT:**

The Technical Advisory Committee (TAC) concurs with the staff recommendation.

## **FINANCING:**

Funding will be covered under the 2012/13 Overall Work Program Indirect Cost Allocation Plan.

A handwritten signature in black ink, appearing to read 'Dan Little', written over a horizontal line.

**Daniel S. Little, AICP, Executive Director**

**Attachments:** Contract with Bay Alarm Company (confidential for security purposes)