



STAFF REPORT
8/6/2025

TO: Honorable Mayor and City Council Members

FROM: Andrew Simmons, P.E., Public Works Director/City Engineer

SUBJECT: Authorize Amendment #1 to the Professional Services Agreement with Citiguard Inc. for Security Guard Services Project No. 082224 in the amount of \$60,000.

STAFF RECOMMENDATION:

Authorize Amendment #1 to the Professional Services Agreement with Citiguard Inc. for Security Guard Services Project No. 082224 in the amount of \$60,000.

BACKGROUND:

The City has contracted for security guard services since 2016 to deter acts of vandalism at various city facilities. Services provided through this agreement include patrol and support services at the following sites:

- City Parks and Facilities: Services include locking all park restrooms (11) every night and patrolling twelve (12) city facilities between 10pm to 6am every night.
- Library and Senior Center: Provide security guard services Monday–Friday at the Coachella Library and Coachella Senior Center.
- LLMD: Patrol services include evening patrols from 8pm–4am, Thursday–Sunday, to the following LLMD areas: 16, 17, 20, 25, 29, 30, 31, 32, 33, 36,38,39,40.

DISCUSSION:

A request for proposals (RFP) for security guard services was published in September 2024. The City received seven (7) responses. A three-member staff panel reviewed and scored all responses received. In December 2024, City Council authorized a professional services agreement to Citiguard Inc., for a not-to-exceed amount of \$300,000 for a one-year term ending in December 2025.

City staff recommends authorizing Amendment #1 for an additional \$60,000 to continue providing these services through the contract term. Staff has been tracking the contract and based on the current rate of expenditure, this is what is needed to cover the same level of services for the remainder of the contract term. Since the RFP was posted, an additional three LLMDs have been

added to the scope of services that can attribute to the additional costs. There has also been overtime for City facilities due to special events or scheduled services that were not in the original estimate.

FISCAL IMPACT:

The total remaining contract value is \$180,000. This contract was originally budgeted in FY 24/25. FY 25/26 budgeted amount may not cover total costs and will be reassessed during the mid-year budget update process. The contract and amendment will be funded by General Fund (Fund 101), LLMD (Fund 160), Water (Fund 178) and Sewer (Fund 361) -334-000 professional services accounts.

ATTACHMENTS:

1. Amendment #1
2. Professional Services Agreement