



City of Ketchum

July 19, 2021

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Contract 20675 with Apex Integrated Security Solutions

Recommendation and Summary

Staff requests Council authorize the Mayor's signature on Contract #20675 with Apex Integrated Security Solutions to install a door access control system at the new City Hall for \$61,790.15

"I move to authorize the Mayor to sign Contract #20675 for \$61,790.15 with Apex for services related to installation of a door access control system at new city hall."

The reasons for the recommendation are as follows:

- The city intends to relocate to the new city hall by late September 2021.
- The new city hall will serve a diverse group of users, ranging from city staff to council/commission members as well as visitors who might be attending a community meeting. This access control system enables the building's doors to be programmed for different access periods and types of users.
- The fee for these services were included in the Council approved costs for direct expenses related to the project.

Introduction and History

During the June 7 meeting, City Council approved a not-to-exceed budget of \$485,625 for new city hall direct expenditures. Included in that budget was an estimated \$55,000 line item for the door access control system. The final quote (\$61,790.15) is slightly above that amount. However, staff will quality control from other line items or the contingency to ensure we do not exceed the total approved amount.

Staff solicited proposals from several qualified vendors to review not only the one-time capital expense with any system but more importantly, ongoing licensing and maintenance costs. Apex was determined the most responsible bidder from a cost perspective, and system administration and user needs. Currently, city hall operates on a Lenel based system administered by Apex. During the review of potential new systems, staff focused not only on the needs for new city hall and fire station, but a system that could work long-term for all city facilities. The two other systems reviewed had significantly higher yearly operating costs as they were based on a per door charge. The Apex quote was significantly less for ongoing costs due to a different pricing structure.

Sustainability Impact

There is no sustainability impact.

Financial Impact

This contract would be charged to a direct procured expenses account associated with new City Hall project.

Attachments:

Contract #20675