



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: 12/16/2024
From: Gregory Brewster
Subject: Contract Approval: City of Sandy Door Access System

DECISION TO BE MADE:

Whether to authorize the City Manager to enter into a contract with Paladin Technologies Inc., to install a city-wide door access control system.

PURPOSE / OBJECTIVE:

The purpose of this project is to help secure city facilities by granting access to zones of city buildings using an RFID control system with badges. Additionally, the system will unify existing door controllers to utilize a single city-wide system.

BACKGROUND / CONTEXT:

The City owns several facilities that have typically been maintained and repaired by their respective departments. As Sandy's population has now grown beyond 13,000 and employees over 100 staff members, the City has begun the process of centralizing many of those previously decentralized services and operations.

Examples of prior centralization includes unified utilities, such as fire alarm, intrusion alarm, voice systems and services. Additionally, individual facility repairs, and maintenance are now brought under centralized management. Telecommunication and IT systems have long been centralized, including camera and surveillance systems. As this trend continues, the need for centralized physical security and monitoring of doors, gates, fences, and other physical ingress/egress points is overdue.

Additionally, as departments have grown, facilities have started to run out of extra space, leading to shared storage and working spaces at several City of Sandy facilities. Some facilities already contain door access control systems but lack a single uniform way to manage and control badges, requiring those with broad access across City facilities to use several different cards and keys.

Contractors and other short-term agreements requiring access to city facilities have also become an issue when assigning or revoking access to sites and facilities. Existing methods make it difficult to appropriately restrict access and or to grant temporary access for individuals or groups.

The final concern involves auditing and verifying that only authorized individuals have access to their established locations. Secured facilities and rooms currently require additional levels of logging or authentication to verify that a site or room is secured. Some departments require more control over

access to their facilities than others, which has led to silos between departments. The ability to lock down a building, or restrict public access to staff rooms, such as break rooms, a judge's chambers, or secure parking lot, contributes to a sense of security among staff.

KEY CONSIDERATIONS / ANALYSIS:

Staff created and posted an RFP requesting bids from qualified vendors to identify a door access system and bill of materials to construct that system. Staff received six responses for the RFP. Of those six responses, three were selected for a second interview. Staff evaluated each response and issued an intent-to-award to Paladin Technologies Inc., who was the bid winner. Staff has determined that Paladin has the relevant and necessary skills to complete the project.

Each respondents' bids were scored on the basis of the firm's profile, history, relevant experience, project scope, price, and references. Paladin was the lowest of the three finalist bids, which were: Paladin Technologies, \$135,108.07; Cache Valley Electric (w/o optional doors), \$164,092.72; and IES Communications (w/o optional doors), \$215,005.56.

The project scope includes installing a new door access systems at City Hall, adding additional locks to the Sandy Public Library, replacing the old system at the Operations Center and upgrading the existing system at the Sandy Police Department, while bringing everything under a service contract. The Community Center has been excluded from this bid, because of the cost and the additional door work required to cover a single exterior door. The selected system by Paladin can be expanded to cover the Community Center in a future project.

Paladin is expected to handle all operations, while the City's IT department manages Paladin. Paladin will manage all subcontractors. The projected timeline for completion is between 2-3 months from the start date.

BUDGET IMPACT:

As stated above, the project is expected to cost \$135,108.07. Annual recurring costs for a maintenance support contract is expected to be less than \$2,000.

Funds are available in the current budget to cover this expenditure. The Urban Renewal Agency Budget has \$100,000 set aside for City Hall improvements. These safety/security upgrades are expected to cost approximately \$40,000 for City Hall. The remaining expenses will be paid for from the Facility Maintenance Internal Service Fund, which has approximately \$360,000 available for improvements and upgrades to existing City facilities.

RECOMMENDATION:

Staff respectfully requests that Council authorize the City Manager to enter into a contract with Paladin Technologies Inc. to install and build out of a city-wide door access control system.

LIST OF ATTACHMENTS / EXHIBITS:

- Paladin Technologies Bid