



CITY COUNCIL AGENDA REPORT
MEETING DATE: 6/17/2025
DEPARTMENT: Information Technology

SUBJECT:

SECOND AMENDEMENT TO THE AGREEMENT WITH CONVERGINT TECHNOLOGIES, LLC FOR CCTV MAINTENANCE SERVICES

RECOMMENDED ACTION(S):

1. Approve the Second Amendment to the Agreement with Convergent Technologies, LLC, for CCTV Maintenance for Fiscal Year 2025-26.
 2. Authorize the Mayor to sign, and the City Clerk to attest, the award of contract to Convergent Technologies, LLC, substantially in the form attached.
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EXECUTIVE SUMMARY:

Per the Civic Center Operational Practices, the City maintains security infrastructure, specifically the Closed-Circuit Television (“CCTV”) systems, through active contractual agreements. The City utilizes the services of Convergent Technologies, LLC (“Convergent”) for CCTV maintenance across five locations: the Civic Center, Lake Forest Sports Park, Etnies Skate Park, El Toro, and Heroes Park. The City currently contracts with Convergent to provide CCTV Maintenance services (“Agreement”).

The original Agreement entered into June 30, 2021, included an initial three-year term and cost of \$45,268 per year for a total not to exceed amount of \$135,804 and an expiration date of June 30, 2024 (Attachment 1). The City Council approved the First Amendment to the Agreement (“First Amendment”) on June 10, 2024, which extended the term to June 30th, 2025, and added compensation for an additional year of services at the same amount of \$45,268 (Attachment 2).

The proposed Second Amendment to the Agreement (“Second Amendment”) would extend the term to June 30, 2026, maintain the annual maintenance cost of \$45,268, and update hourly rates and fees for contingency/ extra work (Attachment 3). Staff recommend the City Council approve the proposed Second Amendment. The proposed amendment was prepared by the IT Division and approved as to form by the City Attorney.

BACKGROUND:

Pursuant to the City's operational practices and compliance with California state law, which mandates the retention of video footage for two years, the City has prioritized efforts to ensure the effectiveness and reliability of CCTV infrastructure. The City operates CCTV systems at five locations; the Civic Center, Lake Forest Sports Park, Etnies Skate Park, El Toro, and Heroes Park.

Previously, the City's CCTV systems were managed by three separate vendors. On April 3, 2018, the City Council approved a three-year contract with Convergent for CCTV maintenance at Lake Forest Sports Park and Etnies Skate Park. In January 2020, Schneider Electric installed a new CCTV system at the Civic Center and provided CCTV maintenance support under warranty. Subsequently, in November 2021, Inter-Pacific Systems implemented new CCTV systems at El Toro and Heroes Park, along with their warranty maintenance commitment.

To ensure the efficiency of CCTV system management, staff proposed to consolidate camera maintenance services into a single contract with one vendor. On June 30, 2021, the City Manager approved a Professional Services Agreement with Convergent for CCTV maintenance in the amount of \$135,804 (Attachment 1). The term of the original Agreement included three years of services through June 30, 2024, with two optional one-year extensions.

On June 10, 2024, the City Council approved the First Amendment to extend the term for one year and increase the total compensation under the agreement to \$181,072 (Attachment 2).

DISCUSSION:

The proposed Second Amendment would extend the term to June 30, 2026, maintaining the total annual cost of services at \$45,268, which includes a Base Maintenance Cost of \$39,868. The proposed Second Amendment would also update the annual rates for any contingency or extra work under the agreement. The proposed rates are increasing by 2.9% while the Consumer Price Index ("CPI") is 3.4% for 2025. The City's Purchasing and Contracting Guidelines allow for two optional one-year extensions to standard professional consulting services agreements.

Tables 1 and 2 below outline the progression of Basic Maintenance and Contingency items costs over a five-year period, maintaining a not-to-exceed amount of forty-five thousand two hundred sixty-eight dollars (\$45,268) per year.

Table 1: Annual CCTY Maintenance Costs

Year	Base Maintenance Cost
Year 1	\$33,988.00
Year 2	\$35,008.00
Year 3	\$36,058.00
Year 4	\$36,658.00
Year 5	\$39,868.00

Table 2: Contingency Items/Extra Work Rates by Year

Contingency Items /Extra Work	Unit	Rate/Cost Year1~3	Rate/Cost Year 4	Rate/Cost Year 5
Video Research Cost (Over 10 Requests)	Per Hour	\$165	\$172	\$177
Boom Lift Rental (Over 2 rentals)	Per Day	\$1000	\$1040	\$1,528
Boom Lift Rental (Over 2 rentals)	Per Week	\$2500	\$2600	\$3,288
Service Request (Over 6 requests)	Per Hour	\$165	\$172	\$177

Pursuant to the City's Purchasing and Contracting Guidelines, staff completes a vendor performance assessment during a proposed contract amendment (Table 3). The vendor performance is used as a guide to determine whether a contract should be amended, renewed, or terminated based on performance in the following categories: performance of scope of services; timeliness; budget performance; and customer service.

Table 3: Convergent Performance Assessment

Convergent Technologies, LLC Consulting Performance Assessment June 30, 2021 to April 18, 2025				
Category	Rating			
Performance of Scope of Services	<input type="checkbox"/> Unsatisfied	<input type="checkbox"/> Satisfied	<input checked="" type="checkbox"/> Very Satisfied	<input type="checkbox"/> N/A
Timeliness	<input type="checkbox"/> Unsatisfied	<input checked="" type="checkbox"/> Satisfied	<input type="checkbox"/> Very Satisfied	<input type="checkbox"/> N/A
Budget Performance	<input type="checkbox"/> Unsatisfied	<input type="checkbox"/> Satisfied	<input checked="" type="checkbox"/> Very Satisfied	<input type="checkbox"/> N/A
Customer Service	<input type="checkbox"/> Unsatisfied	<input type="checkbox"/> Satisfied	<input checked="" type="checkbox"/> Very Satisfied	<input type="checkbox"/> N/A

The chart above provides an overall summary of the consultant's performance during the respective evaluation period. The evaluation period for Convergent is from the start of the contract term on July 1, 2021, through April 18, 2025. Staff

recommends the City Council approve the Second Amendment to the Agreement with Convergent for the CCTV maintenance services for Fiscal Year 2025-26.

The proposed Second Amendment would increase the total compensation under the agreement to \$226,340, update hourly rates and fees for contingency/extra work, and extend the term through June 30, 2026. Consistent with the City's Purchasing and Contracting Guidelines, the IT Division prepared the attached agreement and the City Attorney reviewed and approved it as to form.

FISCAL IMPACT:

The proposed Second Amendment would add \$45,268 in compensation for a total not-to-exceed amount of \$226,340. Sufficient funding is available in Fiscal Year 2025-26 of the 2025-2027 Operating Budget for the CCTV Maintenance scope of services under the Agreement.

ATTACHMENTS:

1. Agreement with Convergent Technologies, LLC
2. First Amendment to Agreement with Convergent Technologies, LLC
3. Second Amendment to Agreement with Convergent Technologies, LLC

Initiated By: Amir Moussavinejad, Information Technology Analyst
Submitted By: Joanne Jin, Information Technology Manager
Approved By: Debra Rose, City Manager