

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Sustainable Streets

BRIEF DESCRIPTION:

Authorizing the Director of Transportation to execute the Second Amendment to Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems, with Microbiz Security Company, to extend the term of the contract by six months with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation.

SUMMARY:

- SFMTA uses an electronic card access system to secure its facilities which requires on-going repair, maintenance services and parts.
- On December 14, 2011, the Director of Transportation executed Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems, with Microbiz Security Company, at a cost not to exceed \$479,068, and a term of four years, expiring on December 13, 2015, with one option to extend the contract for an additional year.
- The scope of work under this contract includes ongoing repair, maintenance service and parts for alarm systems installed at 12 SFMTA facilities.
- On December 14, 2015, the Director of Transportation executed the First Amendment to the Contract, which exercised the one-year option, extending the term of the Contract through December 14, 2016.

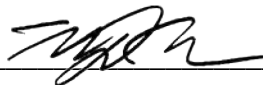
ENCLOSURES:

1. SFMTAB Resolution
2. Contract Amendment

APPROVALS:

DATE

DIRECTOR



11/21/16

SECRETARY



11/21/16

ASSIGNED SFMTAB CALENDAR DATE: December 6, 2016

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PURPOSE

Authorizing the Director of Transportation to execute the second amendment to Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems, with Microbiz Security Company to extend the term of the contract six months, with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation.

STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES

The SFMTA will further the following goal of the Strategic Plan through execution of the contract amendment.

Goal 1: Create a safer transportation experience for everyone

Objective 1.2: Improve workplace safety and security

Transit First Policy Principles

1. To ensure quality of life and economic health in San Francisco, the primary objective of the transportation system must be the safe and efficient movement of people and goods.

DESCRIPTION

SFMTA uses an electronic card access system to secure its facilities which requires on-going repair, maintenance services and parts. Equipment to be maintained includes alarm systems, 163 card readers (electronic door locks) on interior and exterior doors and exterior pedestrian gates. In addition to the card readers, and software maintenance, the system includes over 5,344 special coded ID badges with more than 225 access levels and reporting capabilities that are specific as to employee, location, dates, times, and access level usage.

On September 2, 2011, the SFMTA issued a Request for Proposals (RFP) for Contract No. 2011/12-03, Maintenance of Electronic Card Access Security Systems (contract).

On December 14, 2011, the Director of Transportation executed a contract with Microbiz Security Company, the highest-ranked proposer, to perform on-going repair, maintenance services and provide as-needed parts at a cost not to exceed \$479,068, and for a term of four years, with one option to extend the contract for an additional year.

The scope of work under this contract includes ongoing repair, maintenance service and parts.

On December 14, 2015, the Director of Transportation executed the First Amendment to the contract, which exercised the one-year option, extending the term of the contract through December 14, 2016.

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This Amendment #2 will extend the contract by six months with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation. The Amendment requires approval by the SFMTA Board of Directors because it exceeds the Director's authority to extend the duration of the original term of contracts by up to 25 percent.

Staff intends to issue a new RFP and award a contract for maintenance of electronic card access security systems prior to the expiration of the contract (as extended). The scope of the new contract will include improved electronic door access technology.

STAKEHOLDER ENGAGEMENT

SFMTA is the sole stakeholder for the access control and alarm system. The access control and alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA's citywide operations.

ALTERNATIVES CONSIDERED

Due to the age of the systems and increasing difficulty of maintenance, no alternatives were considered.

Staff is currently researching new technologies available for securing facilities similar to SFMTA facilities, including current systems of SF Airport and SFPUC. This research requires additional time before the SFMTA can issue a new RPF.

FUNDING IMPACT

Operating funds required for operations and maintenance are budgeted in the Sustainable Streets – Security, Investigations & Enforcement Division's current fiscal year budget in the amount of \$95,814.

ENVIRONMENTAL REVIEW

On November 3, 2016, the SFMTA, under authority delegated by the Planning Department, determined that the Second Amendment to the contract is not defined as a "project" under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference

OTHER APPROVALS RECEIVED OR STILL REQUIRED

The City Attorney Office has reviewed this calendar item.

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No other approvals are required.

RECOMMENDATION

Staff recommends that the SFMTA Board of Directors authorize the Director of Transportation to execute the Second Amendment to Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems, with Microbiz Security Company to extend the term of the contract by six months with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, On December 14, 2011, the Director of Transportation executed Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems (the Contract), with Microbiz Security Company, at a cost not to exceed \$479,068, and for a term of four years, with one option to extend the Contract for an additional year; and,

WHEREAS, The scope of work under the Contract includes ongoing repair, maintenance service and parts for alarm systems installed at 12 SFMTA facilities; and

WHEREAS, On December 14, 2015, the Director of Transportation exercised the one-year option for the Contract, extending the term through December 14, 2016; and,

WHEREAS, This Second Amendment will extend the Contract by six months with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation; and

WHEREAS, The Second Amendment requires approval by the SFMTA Board of Directors because it exceeds the Director of Transportation's authority to extend the duration of the original term of contracts by up to 25 percent; and

WHEREAS, On November 3, 2016, the SFMTA, under authority delegated by the Planning Department, determined that the Second Amendment to the Contract is not defined as a "project" under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute the Second Amendment to Contract No. SFMTA 2011/12-03, Maintenance of Electronic Card Access Security Systems, with Microbiz Security Company to extend the term of the contract by six months with six one-month additional extension options, to be exercised in the sole discretion of the Director of Transportation.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of December 6, 2016.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

**City and County of San Francisco
Municipal Transportation Agency
One South Van Ness Ave. 7th floor
San Francisco, California 94103**

**Second Amendment to Agreement
between the City and County of San Francisco
and
Microbiz Security Company
To Provide Maintenance of Electronic Card Access Security Systems
Contract No. SFMTA-2011/12-03**

THIS AMENDMENT (this “Amendment”) is made as of December __, 2016, in San Francisco, California, by and between Microbiz Security Company, 444 Jessie Street, San Francisco, CA 94103 (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Municipal Transportation Agency (“SFMTA”).

RECITALS

- A. City and Contractor have entered into the Agreement (as defined below).
- B. City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period.

NOW, THEREFORE, Contractor and the City agree as follows:

- 1. **Definitions.** The following definitions shall apply to this Amendment:
 - 1a. **Agreement.** The term “Agreement” shall mean the Agreement dated December 14, 2011, between Contractor and City, as amended by the First Amendment, dated December 3, 2015.
 - 1b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.
- 2. **Modifications to the Agreement.** The Agreement is modified as follows:
 - 2a. **Section 2** (Term of the Agreement) is replaced in its entirety to read as follows:

Term of the Agreement. Subject to Section 1, the term of this Agreement shall be from December 14, 2011 to June 14, 2017. This extension will also include six one-month options, which may be exercised by a letter executed by the Director of Transportation at least 30 days prior to the end of the extension or option period .
- 3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
- 4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY	CONTRACTOR
San Francisco Municipal Transportation Agency	Microbiz Security Company
_____ Edward D. Reiskin Director of Transportation SFMTA Board of Directors Resolution No. _____ Dated: _____	_____ Todd Chritton Systems Engineer 444 Jessie Street San Francisco, CA 94103 City vendor number: 12467
Attest: _____ Secretary, SFMTA Board of Directors	
Approved as to Form: Dennis J. Herrera City Attorney By:	
_____ Robin M. Reitzes Deputy City Attorney	