EXHIBIT B

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

January 12, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AWARD OF CONTRACT TO CONVERGINT TECHNOLOGIES, LLC, TO PROVIDE ENTERPRISE SECURITY CAMERAS AND ACCESS CONTROL SYSTEMS FOR THE CENTRAL AND BRANCH LIBRARIES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Award a contract, substantially in the form on file, to Convergint Technologies, LLC, to provide enterprise security cameras and access control systems for Central and Branch Libraries.

2. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.

3. Authorize the City Librarian and City Attorney to make technical and clerical changes, if needed, to the contract.

4. Authorize the Board President and the Board Secretary to execute the contract upon completion of all required approvals.

5. Adopt the attached Resolution regarding the award and execution of the contract between the Library and Convergint Technologies, LLC, to provide enterprise security cameras and access control systems for Central and Branch Libraries.

B. STATEMENT OF FACTS:

1. On July 23, 2020, the Board approved a Request for Proposals (RFP) to find a qualified and experienced entity to provide and install access control systems and enterprise security camera systems, and to provide maintenance services for the equipment (Library Resolution No. 2020-25).

2. The RFP was released on August 18, 2020, and mandatory pre-proposal conferences were held on September 22, 2020 and November 4, 2020. The pre-proposal conferences were attended by 235 people who

represented 72 organizations. On February 24, 2021, the Library received 13 proposals.

3. Library staff reviewed the proposals in August 2021 and found all 13 proposals to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposals based on the criteria set forth in the RFP. The top five proposals were interviewed in December 2021, and in February 2022 the evaluation panel ranked Convergint Technologies, LLC, as the best proposal.

4. The delay in reviewing and awarding this RFP was primarily due to the COVID-19 pandemic which made it difficult to prioritize resources to review a complex and detailed bid process which consisted of new technology and services. The Library was instrumental in providing information to the public on the COVID-19 pandemic throughout 2020 and 2021. During this period the priority was in preparing the Central Library and the 72 Branch Libraries to reopen to the public, ensuring a safe environment for patrons and staff, creating and expanding online programs and initiatives to assist residents during social isolation, creating and continuing the Library-To-Go program, and providing staff to work as Disaster Service Workers.

5. In March 2022, the Library was informed by Convergint Technologies, LLC, that the costs for the project as proposed had increased by $469,834 (from $8,628,086 to $9,097,920) due to computer chip shortages, supply chain issues, and increased labor costs.

6. In October 2022, Library staff requested that the top three proposers submit updated price bids. The evaluation panel evaluated the three updated proposals and determined that Convergint Technologies, LLC, articulated the best understanding of the Library's needs, provided sufficient details on the equipment for staff to make an informed decision, and was still the best option for the Library despite the price increase:

Proposer	Final Score
Convergint Technologies, LLC	93.33
AAA Network Solutions	78.67
Birdi Systems, Inc.	73.33

7. Staff recommends that Convergint Technologies, LLC, be awarded the contract. The term of the proposed contract will be for five years with two one-year options to renew at the discretion of the City Librarian, or designee, and will include a ratification clause, as it was necessary to begin discussions regarding design work.

8. The Library does not have the appropriate staff in its employ to perform the specialized services required by the Library to install security cameras, a monitoring system, or an access control system. Staff therefore requests

that the Board find that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.

9. Funds are available in Contractual Services Account 3040 to compensate Convergint Technologies, LLC, for services in accordance with the contract.

10. The contract has been reviewed by the City Attorney and is ready to be transmitted for processing.

Attachments

Project Manager: Eloisa Sarao, Director of Facility Planning and Maintenance

Prepared by: Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Monique Atkinson, Departmental Chief Accountant
Alex Mui, Director of Systems
Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-XX (C-XX)

WHEREAS, on July 23, 2020, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) to find a qualified and experienced entity to provide and install access control systems and enterprise security camera systems, and to provide maintenance services for the equipment (Library Resolution No. 2020-25); and

WHEREAS, the RFP was released on August 18, 2020, and mandatory pre-proposal conferences were held on September 22, 2020, and November 4, 2020. On February 24, 2021, the Library received thirteen proposals;

WHEREAS, an evaluation panel of Library employees evaluated the proposals based on the criteria set forth in the RFP and ranked Convergint Technologies, LLC, as the best; and

WHEREAS, in March 2022, Convergint Technologies, LLC, informed the Library of a cost increase due to computer chip shortages, supply chain issues and increased labor costs; and

WHEREAS, in October 2022, Library staff instructed the top three proposers to submit updated price bids. Library staff evaluated the three updated proposals and still ranked Convergint Technologies, LLC, as the best proposal, despite the price increase; and

WHEREAS, on _____, 2023, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees; and

WHEREAS, on _____, 2023, the Board approved the award of a contract to Convergint Technologies, LLC, with the increased cost, for a term of five years with two one-year options to renew at the discretion of the City Librarian, or designee; and

WHEREAS, funds are available to compensate Convergint Technologies, LLC, for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with Convergint Technologies, LLC, to provide enterprise security camera and access control systems for the Central Library and Branch Libraries;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and,

FURTHER RESOLVED, that the Board authorizes the Board President and the Board Secretary to execute the contract upon the completion of all required approvals.

This is a true copy:

_____
Raquel M. Borden
Board Executive Assistant
Adopted by the following votes:

AYES:
NOES:
ABSENT: