



# *CITY COUNCIL AGENDA REPORT*

---

MEETING DATE: SEPTEMBER 6, 2011

ITEM NUMBER:

**SUBJECT: CROSSING GUARD SERVICES CONTRACT**

**DATE: AUGUST 25, 2011**

**FROM: PUBLIC SERVICES DEPARTMENT - TRANSPORTATION SERVICES**

**PRESENTATION BY: PETER NAGHAVI, DIRECTOR, DEPARTMENT OF PUBLIC SERVICES**

**FOR FURTHER INFORMATION CONTACT: RAJA SETHURAMAN, TRANSPORTATION SERVICES  
MANAGER, AT (714) 754-5032**

---

## **RECOMMENDED ACTION:**

1. Award attached contract (Attachment 1) to All City Management Services (ACMS) to provide school crossing guard services at an hourly compensation rate of \$13.49.
2. Authorize staff to add additional crossing guards if deemed necessary based upon established criteria within the allocated budget.

## **BACKGROUND:**

On September 1, 2001, the City entered into an agreement with All City Management Services (ACMS) to provide Crossing Guard Services at various locations throughout the City. The term of this agreement was for a one-year period, and automatically renewed for four additional terms of one year each. This agreement with ACMS expired on August 31, 2006. A second agreement with ACMS to provide Crossing Guard Services was approved on September 19, 2006, and expired on August 31, 2011.

Prior to ACMS providing Crossing Guard Services, the City maintained its own Crossing Guard Program. However, because of physical demands, unusual working hours, and constant exposure to weather conditions, the City has found it difficult to retain long-term crossing guards. Additionally, managing a large number of crossing guards places additional strain on the City's limited staff resources.

## **ANALYSIS:**

The City provides crossing guard services at fourteen (14) locations with a total of sixteen (16) crossing guards. Two additional crossing guards are stationed at the intersections of Placentia Avenue at Wilson Street, and Pomona Avenue at Hamilton Street, due to the high pedestrian traffic in these areas. The total number of crossing guards was reduced from twenty (20) to sixteen (16) for the 2010-2011 school year due to budget constraints. The hourly compensation rate of the previous contract was \$14.04 per hour with an annual cost of \$165,000.

In June 2011, a Request for Proposals (RFP) was issued to three companies and proposals were received from ACMS, American Guard Services, and Andy Frain Services. American Guard Services and Andy Frain Services specialize in the security guard business, whereas ACMS exclusively provides crossing guard services. American Guard Services currently provides crossing guard services for one city in Orange County. Andy Frain Services provides crossing guard services for jurisdictions in the State of Illinois and do not have contracts for crossing guard services in California.

Staff has thoroughly reviewed the submitted proposals, and ACMS has ranked the highest considering experience, qualifications, and references as the rating criteria. ACMS currently provides Crossing Guard Services for several cities in Orange and Los Angeles Counties and has consistently provided satisfactory services and met the City of Costa Mesa's crossing guard needs since the inception of the original agreement in September 2001.

ACMS has also provided the lowest hourly cost of \$13.49 for each crossing guard. Andy Frain Services and American Guard Services submitted hourly costs of \$15.15 and \$16.84, respectively. The following table summarizes projected costs for all three companies:

**Cost Summary for Crossing Guard Services**

| <i>Company</i>          | <i>Maximum Chargeable Hours per Day*</i> | <i>Hourly Rate</i> | <i>Estimated Annual Cost Based on 180 School Days</i> |
|-------------------------|--|--------------------|---|
| ACMS                    | 3  | \$ 13.49           | \$ 119,467.44   |
| Andy Frain Services     | 3  | \$ 15.15           | \$ 134,168.40   |
| American Guard Services | 3  | \$ 16.84           | \$ 149,135.04   |

\*Crossing guard is compensated for additional hours at California Avenue/Gisler Avenue intersection due to staggered schedules at California Elementary and TeWinkle Middle Schools.

Approval of the Professional Services Agreement with ACMS will allow staff to add additional crossing guards at the same hourly rate at locations where a need for a crossing guard is documented and warranted, all within the allocated budget.

**ALTERNATIVES CONSIDERED:**

Council may consider having the City manage the Crossing Guard Program in-house. However, this alternative is not recommended, as in-house efforts to recruit and retain long-term employees to fill these positions have been unsuccessful in the past, and the effective management of the large number of crossing guards exceeds the City's available manpower resources.

**LEGAL REVIEW:**

The City Attorney's office has prepared and approved the attached agreement as to form. Comprehensive insurance requirements, including limits of a minimum of \$1,000,000, are to be maintained during the term of this agreement.

**FISCAL REVIEW:**

A total of \$167,500 has been allocated within the fiscal year 2011-2012 budget towards Crossing Guard Services. The expected cost of services with the ACMS contract is well within the budgeted amount.

**CONCLUSION:**

The City's contract with ACMS expired on August 31, 2011, after a five-year term. The approval of the attached agreement will allow the City to enter into a five-year contract with ACMS to provide Crossing Guard Services until September 2016. Staff recommends approval of this agreement.

---

RAJA SETHURAMAN, Manager  
Transportation Services

---

PETER NAGHAVI, Director  
Department of Public Services

Attachments: [1 - Proposed Contract](#)

Distribution: Chief Executive Officer  
City Attorney  
City Clerk  
Director of Public Services  
Transportation Services Manager  
Staff  
File