



**CONSENT CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 14, 2021

**Subject:** Professional Services Agreement: Access Control System for Police Department

**Prepared by:** Andrew Tseng, Information Technology Manager

**Reviewed by:** Jon Maginot, Deputy City Manager

**Approved by:** Gabriel Engeland, City Manager

**Initiated by:**  
Staff

**Previous Council Consideration:**  
Not applicable

**Fiscal Impact:**

The following project agreement will cost up to \$114,132 (10% contingency included) and will be funded by the IT Initiatives Project in the Capital Improvement Fund

Funding Source: General Fund Technology Reserve

Project: Annual Information Technology Initiatives #	CD-01008
Project balance from prior Years	237,118
Current Year Budget	180,000
Expended / Encumbered to date	(69,095)
Current request	(114,132)
Balance Available	\$233,890

**Environmental Review:**  
Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to add an electronic access control system in the Police Department?

**Summary:**

- Openpath is a centrally managed door access system with contactless lock/unlock capability

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**Reviewed By:**

City Manager

City Attorney

Finance Director

GE

JH

JE

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**Staff Recommendation:**

Authorize the City Manager to execute an agreement with The Flying Locksmiths of Sacramento in an amount not to exceed \$114,132 for installation of Openpath Access Control System (ACS) for the Police Department.

**Purpose**

To add Openpath, a secure cloud-based access control system for Police Department building.

**Background**

The City's Information Technology Division spearheaded a pilot project of installing access control system (electronic keycard readers) for City facilities in early 2019. The City installed Openpath in several buildings, including City Hall, Egan and Blach Gym, Grant Park, and the Underground. When Los Altos Community Center (LACC) was still under construction, the project team also decided to install Openpath in the new facility.

Openpath ACS is a secure, cloud-based access control system which allows centralized and multi-tenant management access with the capability of touchless unlock and features such as remote control, scheduled unlock, etc. Recreation staff has found the Openpath system very helpful to manage facility rentals with its keyless solution and detailed audit trails. Openpath ACS also reduced maintenance staff's burden to manage key issuance.

With the successful implementation of Openpath in various City facilities, staff began planning for adding Openpath ACS to the Police building.

**Discussion/Analysis**

A request for proposal (RFP) was published on October 22, 2021, for Professional Services for Installing OpenPath Access Control System for Police Department. The RFP specifies the requirements to install cables, Openpath controllers, Openpath access card readers at 41 locations, necessary door hardware addition or modification, as well as to integrate with existing unlock methods and replace affected doors with interchangeable core locks. Four proposals were submitted to the City of Los Altos prior to the November 9<sup>th</sup> due date. These proposals were subsequently reviewed and scored by staff. Several factors were taken into consideration to score each proponent, including overall company strength, Openpath experience, references, time schedule, detailed scope of work and the cost. The Flying Locksmiths of Sacramento was selected as the most appropriate vendor to complete the project.

**Recommendation**



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The staff recommends Council authorize the City Manager to execute an agreement with The Flying Locksmiths of Sacramento in an amount not to exceed \$114,132 for installation of Openpath Access Control System (ACS) for the Police Department.