

## STAFF REPORT

**Date:** 1/14/2016

**To:** Bryan Montgomery, City Manager  
**From:** Chris Thorsen, Chief of Police



**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Approve a Contract with Systems and Space Inc for the Provision and Installation of Evidence Storage Equipment

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### Summary:

Since incorporation, the Oakley Police Department has contracted with the Office of the Sheriff for property management services. Those services include the storage, return, inventory, release and destruction of property seized or collected by Deputies assigned to Oakley under contract.

As we move away from the Office of the Sheriff, we will be handling those functions in house. The City Council previously approved a contract to complete tenant improvements to our current office space. This included the construction of the space for our new evidence storage area.

This contract is for the purchase and installation of temporary evidence lockers, narcotics/hazardous material storage equipment and a moveable high density storage system that will maximize our space.

### Background and Analysis:

As part of their daily duties, officers collect property for a variety of reasons. Property is taken as evidence in criminal cases, items of value are collected when their ownership cannot be determined, other items such as firearms are seized for safe keeping when a citizen may find themselves at a point of mental incapacitation.

In all these cases, we are required to store, inventory and safeguard these items until the criminal case is adjudicated or statute of limitations expires, the rightful owner has been determined or it is determined by a court that property is to be returned. We need a secure location to perform these vital functions.

The attached contract is for the provision of temporary storage lockers and for long term storage equipment. When an Officer collects evidence, he/she places the item in secure temporary locker. Access to these lockers must be highly controlled and they must be secure to preserve the chain of custody for later criminal prosecution.



Once appropriately inventoried and cataloged by staff, the property is placed in a longer term storage area. For longer term storage, the contract calls for the provision of a vented, secure locker for the storage of narcotics and other hazardous material.

In addition, the contract calls for the provision of moveable, high density storage system. The system makes the best use of limited space. The storage shelving is on a track system which allows for movement, eliminating the need for permanent isles or walk ways between storage shelves. Additionally, the moveable storage provides additional security for items of evidence that should be highly controlled such as cash or firearms. The system is scalable allowing us to add additional storage carriages in the future as we grow.

The contractor, Systems and Space Inc, has performed similar work for various law enforcement agencies to include, the Contra Costa Sheriff's Office, Alameda County Sheriff's Office, El Cerrito Police Department, San Jose Police Department, San Ramon Police Department and the DEA crime lab in Pleasanton.

Systems and Space Inc has been awarded the National Joint Powers Association competitively bid contract, thus meeting our purchasing guidelines requiring a competitive bid process on all purchases over \$25,000.

**Fiscal Impact:**

The contract to supply the outlined equipment and labor to install all components calls for the expenditure of \$46,259.89. These expenditures were anticipated in the development of the police transition budget.

**Recommendation:**

Authorize the City Manager to execute the contract with Systems and Space Inc.

**Attachments:**

City Council Resolution  
Proposal from Systems and Space

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT BETWEEN THE CITY OF OAKLEY AND SYSTEMS AND SPACE INC. FOR THE PROVISION AND INSTALLATION OF EVIDENCE STORAGE EQUIPMENT**

**BE IT RESOLVED** that the City Manager is authorized to execute a contract between the City of Oakley and Systems and Space Incorporated for the provision and installation of temporary evidence lockers and storage equipment for the police evidence room.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Oakley held on the 26th day of January, 2016, by Councilmember \_\_\_\_\_, who moved its adoption, which motion being duly seconded by Councilmember \_\_\_\_\_, was upon voice vote carried and the resolution adopted by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

\_\_\_\_\_  
Kevin Romick, MAYOR

ATTEST:

\_\_\_\_\_  
Libby Vreonis, CITY CLERK

\_\_\_\_\_  
Date



## ***Proposal to Improve Space Management and Storage Capacity***



*We have set the standard in customer care - Because we understand the composition and characteristics that are intrinsic to space management and capacity planning.*

### **Oakley Police Department Oakley PD - Remodel - Evidence Room**

**January 13, 2016**

**Submitted To: Chief. Chris Thorsen  
Oakley Police Department  
3231 Main Street  
Oakley, CA 94561**

**Submitted By: Mike McCollin  
Systems Planner  
Systems & Space, Inc.  
500 Boulder Court, Suite B  
Pleasanton, CA 94566  
(925) 426-1955**

***Partners in Progressive Storage Solutions***

*This proposal will demonstrate to you that selecting SSI as your storage solution partner is the best step you can take.*

**Who Is Systems & Space?**

SYSTEMS & SPACE, INC. (SSI) is a premier provider of space, storage and filing solutions for today's business environment. Since 1988 we've been developing complete storage and space management strategies and solutions – for all types of businesses. We are experts at individual systems analysis, systems hardware, engineering and implementation. Our mission is to deliver your project on time, within budget – and trouble free.

**Executive Summary**

SYSTEMS & SPACE, INC., is pleased to present this proposal to the space management team at your company. The attached detailed architectural drawings outline your specific requirements and our solution. This proposal is available for acceptance 30 days from the cover date.

**Why Systems & Space, Inc.?**

In order to complete this project on time, with high quality results, it is essential to select a company that can work within your timelines, budget and meet your planning requirements, now and for the long term.

SSI possesses the capability to ensure the success of this project because:

- SSI understands the scope of your specific planning requirements
- SSI engineering, project management experience and system planning are unparalleled in the industry
- SSI has a longstanding partnership with Spacesaver Corporation
- SSI offers extended warranty programs to preserve your investment for years to come.

The SSI management team is committed at every level to the success of your project.

**Why Spacesaver?**

SPACESAVER is the industry leader in high-density mobile file systems. Spacesaver has been in business since 1972 and has more installations than all of its competitors. For material protection, storage efficiency, durability, reliability, security, safety, and accessibility, Spacesaver is the state of the art solution for all your storage requirements.

**Design**

This proposal includes an architectural drawing to allow for visual acceptance. The drawing outlines room dimensions, system dimensions, stored media - existing plus increased capacities and storage weight.

**Floor Loading**

Floor load data that applies to the project is subject to interpretation by a certified structural engineer. SSI is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed.

SYSTEMS & SPACE, INC. can assist with the floor load assessment process. We will work directly with your structural engineer or we can provide a certified structural engineer and consulting. A complete analysis, including any required building modifications, designs and supporting structural calculations, will be prepared for a fixed fee. The fee will be determined by the complexity of the project and pricing will be submitted at your request.

**Delivery, Installation, Training and Warranty**

Components and materials will be shipped approximately 6-8 weeks upon receipt of purchase order and completed checklist. A field service supervisor and job crew leader will be assigned prior to the system installation. They will remain with the project until completion to control all scheduling, freight, elevator access and all phases of the installation to assure complete satisfaction with minimal disruption to your staff. Spacesaver warrants that all equipment shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation – to assure complete satisfaction. This proposal is based on installation utilizing a Monday-Friday workweek and non-union hours of 8:00 AM – to 5:00 PM. Should you require different hours, other options are available. SSI will provide unlimited training to all users to assure optimal use of your system.

**Extended Warranty Programs**

Extended warranty programs are available to protect and preserve your investment. These programs include 1<sup>st</sup> priority service response and covered check-up appointments throughout the years. For more information, simply ask your Systems Planner.



**Business**



**Government**



**Healthcare**



**Justice**



**Library**



**Museum**

**Systems & Space Inc. guarantees the success of your project!**



## Investment

DRAWING NO.	DESCRIPTION	INVESTMENT
15182 R-3	Spacesaver High Density Storage System for Evidence	\$22,468.10
	Spacesaver DSM – Temporary Evidence Lockers	\$20,739.47
	Spacesaver Freestyle Drug Storage Cabinet – Vented	\$2,248.68
	IOPC Evidence Processing Shelves and Bins	\$803.64
	<b>Total Investment</b>	<b>\$46,259.89</b>

*This investment includes all Materials, Freight & Installation.  
Please note that installation is priced at a regular (prevailing wage) rate.  
Tax is included on final invoice.*

### NJPA Contract Purchases

The NJPA has awarded KI/Spacesaver with a national competitively bid contract governed by a national municipal contracting agency.

#### Contract Facts:

Contract Holder: KI (Krueger International, Inc.) and Spacesaver Corporation as a KI subsidiary.  
 Contract Term: July 22, 2010 through July 21, 2014, with one-year option periods throughout the term.  
 Pricing: July 1, 2010 Commercial Price List.  
 Discounts: See attached Discount Structure. Discounts include freight (tailgate delivery to dock).  
 Freight: F.O.B. Destination. Contract discounts include freight (tailgate delivery to dock). Inside delivery is negotiated on a job-by-job basis because of the custom nature and volume of equipment.  
 Authorized Dealers: The Spacesaver Group based on geographical PAR

When purchasing under the NJPA contract, please use the following guidelines in preparing your purchase orders:  
The purchase order will be made payable to: **Systems & Space, Inc.**

Please include the following information on your purchase order: **NJPA/KI Contract Number: 052910-KII**

Remit purchase order to: **Systems & Space, Inc.  
500 Boulder Court, Suite B  
Pleasanton, CA 94566**

**CALIFORNIA STATE CONTRACTOR'S LICENSE NUMBER 5998899  
DIR CONTRACTOR'S REGISTRATION NUMBER 1000007450**

Payment Terms **Net 30 Days**

**X**  
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 Client Approval Print Name Date  
 Project # 15182

Systems Planner: Mike McCollin

Project # 15182