

TO: James L. App, City Manager

FROM: Dennis J. Cassidy, Chief of Police

SUBJECT: Voice Logger System Bid Award

DATE: February 3, 2004

NEEDS: For the City Council to consider authorizing use of an existing bid process completed by the City of Merced and allocate funding for the purchase of a digital logger recording system from the low bidder, Executive Communication Systems and Dynamic Instruments.

- FACTS:**
1. The City of Paso Robles Police Department, with City Council approval, applied for and received a 2002/2003 Supplemental Law Enforcement Service Funds grant in the amount of \$100,000 for specific equipment purchases identified in the grant application process.
 2. \$28,037 was spent during the 2002/2003 fiscal year to off set the cost of a Computer Aided Dispatch/Records Management Systems (CAD/RMS) and Emergency Dispatch Radio Equipment.
 3. \$71,963 is currently identified in grant fund account #117 to purchase additional needed technological equipment.
 4. The City purchasing policy requires a bid process for the purchase of the digital voice logger due to the cost of the system.
 5. The City of Merced, on behalf of the Merced Police Department, distributed a request for proposal for a digital voice logger recording system, with a bid closing date of May 23, 2003, where Executive Communication Systems and Dynamic Instruments was awarded the bid at a price of \$36,200.
 6. City of Paso Robles Administrative Services personnel have advised utilizing the Merced bid is in compliance with our own purchasing rules.
 7. The Police Department will be making additional one time equipment purchases in accordance with grant guidelines for additional technological equipment with the remaining \$35,763 grant funds.

ANALYSIS &

CONCLUSION: The Paso Robles Police Department originally purchased a Dictaphone voice logger recording system in 1993. In 1999 this system was upgraded to a newer, more advanced system that Dictaphone had developed. Over a period of time the Department found several problems with this system and also found that the service of the product after purchase was unsatisfactory. Further, several advancements in this industry now provide for a PC based system, allowing more efficient desktop retrieval and storage. With the expansion of the current phone system, a result of the new Emergency Services Center, some telephone lines are left unrecorded. Additionally, the new digital system should reduce the evidence discovery time by at least 50% and this system is built on standard PC hardware and software, unlike the Dictaphone options.

The City's purchasing policy requires a bid process on a purchase of this type, and the Police Department found that the City of Merced had closed a qualifying bid process for a digital voice logger system on May 23, 2003. The low bidder and accepted proposal in that process was presented by Executive Communication Systems and Dynamic Instruments. After carefully inspecting the equipment to be provided, which is identical to what the city of Merced purchased, and reviewing the bid proposal by Executive Communication Systems and Dynamic Instruments, the Police Department recommends the purchase of this digital voice logger recording system.

POLICY

REFERENCE: City purchasing policy.

FISCAL

IMPACT: \$36,200.00 in awarded and currently allocated Supplemental Law Enforcement Service Funds.

OPTIONS:

- a. Adopt Resolution No. 04-xxto authorize use of an existing bid process completed by the City of Merced and appropriate \$36,200 in funding for the purchase of a digital logger recording system from the low bidder, Executive Communication Systems and Dynamic Instruments.
- b. Amend, modify or reject the above option.

RESOLUTION NO. 04-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROVING A FUND TRANSFER AND BUDGET APPROPRIATION FOR
THE USE OF STATE TECHNOLOGY GRANT FUNDS

WHEREAS, during Fiscal Year 2002/2003 the Police Department received \$100,000 in California State Supplemental Law Enforcement Service Funds (SLESF); and

WHEREAS, the Police Department has already expended \$28,000 of said funds leaving a remaining balance of \$72,000; and

WHEREAS, the Police Department has identified the need for an upgraded digital voice logging system to improve operational efficiency; and

WHEREAS, use of the identified grant funds would be an appropriate use of said grant funds; and

WHEREAS, it is desirable to transfer \$36,200 of the remaining SLESF funds to budget account #100-210-5454-136 and provide for a budget appropriation to cover the equipment acquisitions.

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles that a fund transfer from account 117-000-5899-000 to 100-210-5454-136 in the amount of \$36,200 is authorized.

BE IT FURTHER RESOLVED that a one time budget appropriation from budget account #100-210-5454-136 in the amount of \$36,200 is approved for fiscal year 2003/2004.

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 3rd day of February 2004 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk