

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jen Brown, Fleet and Facilities Section Director
Co-Submitter: Emily Markel
Date: [DATE]
Meeting Date: [MEETING DATE]

TITLE:

Consideration and Approval of Contract Amendment: Amendment to cooperative purchase with Corporate Technologies Solutions, LLC to increase the contract amount by \$200,000.00, for a revised total not to exceed \$500,000.00, for City-Wide Verkada Security and Protection Systems.

STAFF RECOMMENDED ACTION:

1. Approve the amendment to the cooperative purchase with Corporate Technologies Solutions, LLC (CTS) increasing the contract amount by \$200,000.00 for a revised total not to exceed \$500,000.00 for City-Wide Verkada Security and Protection Systems; and
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

The City Council previously approved a cooperative purchase with Corporate Technologies Solutions, LLC (CTS) in an amount not to exceed \$300,000.00 for City-Wide Verkada Security and Protection Systems at its October 21, 2025 meeting. This amendment requests an increase of \$200,000.00, bringing the total contract authority to \$500,000.00, to accommodate the addition of two locations not included in the original scope: the Flagstaff Visitor Center at 1 E. Route 66 and multiple Water Services facilities.

Both locations require access control and video surveillance upgrades consistent with the Verkada system already deployed at other City facilities. The Facilities Advisory Committee (FAC), which recommended the Verkada platform following exhaustive research beginning in 2022, supports the expansion of the system to these additional sites. All work under this amendment will be completed within the current fiscal year (FY2025-26) and prior to the expiration of State of Arizona Department of Administration Cooperative Contract #CTR056380 on July 27, 2026.

Financial Impact:

Project Name: City-Wide Verkada Security and Protection System Services - Contract Amendment

Original Contract Amount: \$300,000.00

Amendment Amount: \$200,000.00

Revised Total Not to Exceed: \$500,000.00

Account Number(s) Budgeted: [GL ACCOUNT NUMBERS TO BE INSERTED]

Grant Funded: No

Funding Source: General Fund, Water Services - Drinking

Policy Impact:

This amendment continues the City's commitment to providing a safe and secure environment for employees and residents visiting City facilities. Expanding the Verkada system to the Visitor Center and Water Services locations ensures consistency in security standards across City-managed properties and supports the City's proactive approach to facility safety.

Previous Council Decision or Community Discussion:

The City Council approved the original cooperative purchase with CTS in an amount not to exceed \$300,000.00 on October 21, 2025 (Item 7.H). That approval authorized the use of State of Arizona Department of Administration Cooperative Contract #CTR056380. The City has utilized this cooperative contract for security system installations at City Hall, multiple library facilities, and a Water Services building since at least 2023. This amendment expands the scope to include the Flagstaff Visitor Center at 1 E. Route 66 and additional Water Services locations.

Options and Alternatives to Recommended Action:

3. Approve the amendment to the cooperative purchase with CTS increasing the contract by \$200,000.00 for a revised total not to exceed \$500,000.00, utilizing State of Arizona Department of Administration Cooperative Contract #CTR056380 and associated contract documents; or
4. Do not approve the amendment and provide alternative direction to staff.

Background and History:

The Facilities Advisory Committee (FAC) was established in 2021 and meets monthly to coordinate maintenance and management across City facilities. In 2022, the FAC was tasked with evaluating enhanced security options and, following a thorough review process, recommended the Verkada Security and Protection System for access control, video surveillance, and building monitoring.

The City has procured Verkada systems through CTS under State Cooperative Contract #CTR056380 since at least 2023, covering City Hall, Downtown, Eastside, and Tuba City library facilities, and a Water Services building. The October 2025 council approval extended coverage to Flagstaff Police Department evidence facilities, PROSE recreation locations, Economic Vitality sites, and the Moonshot campus. This amendment adds the Flagstaff Visitor Center and additional Water Services locations to that expanding footprint. All purchases under this amendment will be executed prior to the contract expiration date of July 27, 2026.

Connection to PBB Priorities and Objectives:

Safe and Healthy Community -- Ensure the built environment is safe through the use of consistent standards, rules & regulations, and land use practices. This amendment directly supports this priority by extending proven security infrastructure to additional City facilities serving both employees and the public.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Connection to Division Specific Plan:

None

Attachments: State Contract Corporate Technologies Solutions, LLC (#CTR056380); Original Council Approval Item 7.H (10/21/2025)