



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Lincoln Bogard, Administrative Services Director

MEETING DATE: August 27, 2024

SUBJECT: Consideration of Resolution 2024-135, Approving an Amendment to the GARDA CL West, Inc. Purchase Order (PO 031919) to Increase the Amount by \$2,000.00 for a Total of \$27,000.00 for Fiscal Year 2024 Expenditures and Approving a New Purchase Order for GARDA CL West, Inc. to Use During Fiscal Year 2025 for an Amount Not to Exceed \$30,000.00

RECOMMENDATION:

Adopt Resolution 2024-135.

BACKGROUND:

The City of Banning and Garda CL West have been under contract with automatic 1-yr renewals and provided the City with daily armored car services/bank courier services since September 1995. City staff will go out to bid for requests for proposals this fiscal year for armored car services/bank courier services. Approving an amendment to the fiscal year 2024 Garda CL West purchase order (PO 031919) in the amount of \$2,000.00 for a total purchase order of \$27,000.00 will complete payment of invoices issued for armored car services during fiscal year 2024. Staff also recommends approval for a new purchase order for use in fiscal year 2025 for a not to exceed amount of \$30,000.00.

JUSTIFICATION:

Armored car services provide delivery of the city's daily cash deposits. They ensure the safety of City staff and guarantee the funds are credited to city's bank account so finance department may reconcile the bank deposit totals in a timely manner.

FISCAL IMPACT:

The fiscal impact of this action is an increase to purchase order 031919 in the amount of \$2,000.00 to be paid from account 761-3100-480.23-43 from fiscal year 2024 budget and \$30,000.00 to be paid from same account from fiscal year 2025 budget.

ALTERNATIVES:

1. Adopt Resolution 2024-135, as recommended.
2. Adopt Resolution 2024-135, with modifications.
3. Do not adopt Resolution 2024-135 and provide alternative direction to staff.

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Resolution 2024-135, GARDA CI West Services.docx](#)
2. [10780724.pdf](#)
3. [City_of_Banning__GardaWorld_Contract_Schedul.pdf](#)