



TOWN OF BOONSBORO

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MEMORANDUM

To: Mayor Long and Town Council Members

From: Megan Clark, Town Manager

Date: June 17, 2016

Subject: Access Control

The Fiscal Year 2016 CIP budget includes expenses for security updates at Town Hall (\$10,000 is budgeted).

At the June 6th Regular Meeting of the Boonsboro Mayor and Council, the Council discussed three proposals for access control- specifically key card systems. The Council requested additional information is obtained for key pads, and costs for additional key cards.

Staff originally obtained three proposals – 2 for key card systems and a third with keypads.

CIA (keypad) - \$5600 plus \$80 monthly - \$6,560 for first year - \$960 each year thereafter
Glessner Alarm and Communication (keycard) - \$7,334 and \$2.90 for each card
Atlantic Security (keycard) - \$7,720 with 75 key cards

Additional quotes received with revisions based upon the Council discussion are as follows:

CIA – the keypad also takes keycards at approximately \$10 per keycard
Glessner Alarm – a keypad system would cost \$6,286
Atlantic Security – keypad approximately \$7,320

After further review of all the proposals, it is recommended the Council move forward with the proposal from Glessner for keypads, based upon the lowest price, and current service of alarm system.

Staff also is requesting approval to purchase a more secure transaction window as part of the update project.

Thank you in advance for your consideration and if you need additional information, please feel free to contact me.