



Meeting Date: 12 / 11 / 12

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Scott Hebert, Police Commander *SH* Agenda Item No. I-7  
 Reviewed By: City Manager *JLB* City Attorney *DA* Finance *JC* Other (Specify) \_\_\_\_\_

**DATE:** November 27, 2012

**TO:** City Council

**FROM:** Jeri Williams, Chief of Police *JW*  
 Police Department

**SUBJECT:** Third Amendment to Agreement for Sintra Group and City of Oxnard

**RECOMMENDATION**

That City Council approve and authorize the Mayor to execute the Third Amendment to the Agreement for Trade Services with Sintra Group (Agreement for Professional Services No. 4924-09-PO) to extend the term one year to November 30, 2013, and increase the not-to-exceed amount by \$80,000 for a total agreement value of \$320,000.

**DISCUSSION**

Sintra Group (“Sintra”) has provided background investigation services to the City of Oxnard Police Department since 2009. This vendor was selected based upon experience, cost, knowledge of Ventura County, and because Sintra had previously conducted background investigation services prior to this contract, dating back to 2002.

A Request for Proposal was distributed in September 16, 2009 seeking a qualified and licensed private investigation consultant firm to provide comprehensive pre-employment background investigations. Sintra was selected to provide the required services under a three-year contract. The existing contract expires on November 30, 2012.

**FINANCIAL IMPACT**

The projected cost of the amended agreement is approximately \$80,000 for calendar year 2013. Funds are available in the General Fund for this cost.

(SH)

Sintra Group Trade Services Agreement Amendment Three  
November 27, 2012  
Page 2

Attachment #1 - Third Amendment to Agreement for Trade Services with Sintra Group.

**THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES:  
BACKGROUND INVESTIGATIONS**

This Third Amendment ("Third Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 30<sup>th</sup> day of November 2013, by and between the City of Oxnard ("City"), a municipal corporation, and Sintra Group ("Consultant"). This Third Amendment amends the Agreement entered into on December 1, 2009, by City and Consultant. The Agreement previously has been amended on January 11, 2011, by a First Amendment, and by a Second Amendment on September 1, 2011.

City and Consultant agree as follows:

1. In section 12 of the Agreement, the date of "November 30, 2012" is deleted and replaced with the date "November 30, 2013."
2. In section 14(a), the figure "\$240,000" is deleted and replaced with the figure "\$320,000."
3. As so amended, the agreement remains in full force and effect.

CITY OF OXNARD

CONSULTANT

\_\_\_\_\_  
Tim Flynn, Mayor

  
\_\_\_\_\_  
Steve Bowman, Sintra Group

ATTEST:

\_\_\_\_\_  
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

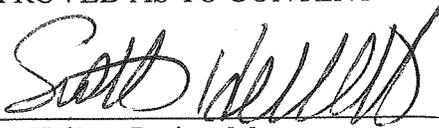
  
\_\_\_\_\_  
Alan Holmberg, City Attorney

  
\_\_\_\_\_  
James Cameron, Risk Manager

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
FOR Jeri Williams, Chief of Police

APPROVED AS TO CONTENT

  
\_\_\_\_\_  
Scott Hebert, Project Manager

APPROVED AS TO AMOUNT:

  
\_\_\_\_\_  
Karen R. Burnham, Interim City Manager