



Report to City Council

TO: Mayor and City Council

FROM: Melissa Walker, Public Works Director/City Engineer

AGENDA DATE: September 16, 2025

TITLE: APPROVE THE PURCHASE AND IMPLEMENTATION OF A CITY-OWNED HIGH SECURITY KEYWAY SYSTEM (REPORT OF: PUBLIC WORKS) (DISTRICT: ALL DISTRICTS)

TITLE SUMMARY: Request To Approve The Purchase And Implementation Of A New City-Owned Keyway System Supplied By Roy E. Whitehead, Inc. Under The United States General Services Administration Cooperative Purchasing Agreement

DISTRICT: All Districts

Recommendation(s)

That the City Council:

1. Authorize the purchase and implementation of a city-owned high security keyway system, supplied by Roy E. Whitehead, Inc., and assigned exclusively to the City of Moreno Valley; and
2. Authorize the issuance of a purchase order to Roy E. Whitehead, Inc., for \$263,190 for the purchase of the keyway system and all corresponding materials, utilizing the United States General Services Administration Cooperative Purchasing Agreement; and
3. Authorize the City Manager to execute any purchase orders and/or change orders, contingent upon the approved budget.
4. Approve budget adjustment as set forth in the Fiscal Impact Section of this report.

SUMMARY

This report recommends the approval to authorize the purchase and implementation of a City-owned high-security keyway system supplied by Roy E. Whitehead, Inc. (REW), through the United States (U.S.) General Services Administration (GSA) cooperative purchasing agreement. The new system will replace the City's current keyway system, which has reached the end of its useful life.

DISCUSSION

The City's current keyway system has reached the end of its useful life, with limited availability of replacement keys and cylinders. Over the years, the City has experienced challenges maintaining consistent key control, particularly due to system limitations and the lack of a scalable, hierarchical structure that aligns with departmental needs.

To enhance security, streamline key management, and accommodate the City's growing infrastructure, City staff has identified a new keyway system that will provide the most secure and sustainable solution. This system will be assigned solely to the City of Moreno Valley, ensuring complete control over key duplication and distribution. This keyway system can easily adapt to include new buildings in the future as the City continues to expand.

The supplier, REW, Inc., is an authorized distributor of high-security keyway systems and is listed under the GSA cooperative purchasing agreement, enabling the City to procure a system that is in compliance with competitive bidding requirements. Therefore, staff recommends that the City Council approve the purchase of a replacement high-security keyway system from the distributor REW, Inc. in the amount of \$263,190.

Note: The proposal submitted by REW is not attached to this report since it contains proprietary information and certain trade secrets, which are protected from disclosure under both the California Evidence Code and the California Public Records Act. In addition, since the proposal contains highly sensitive security information intended to protect staff and the visiting public, its disclosure could jeopardize or undermine public security.

ALTERNATIVES

1. Approve the purchase and implementation of the proposed city-owned, high-security keyway system and authorize the recommended actions as presented in this staff report. *Staff recommend this alternative.*
2. Do not approve the purchase and implementation of the proposed city-owned, high-security keyway system and authorize the recommended actions as presented in this staff report. *Staff does not recommend this alternative.*

FISCAL IMPACT

The City Hall Security Improvements Project (Project No.803 0060) will be funded by Facilities Replacement Reserves, Fund 7330. This purchase will be made through Roy E. Whitehead, Inc. (REW) via the GSA cooperative purchasing agreement. There is no impact to the General Fund.

Description	Fund	GL Account No.	Type (Rev/Exp)	FY 25/26 Budget	Proposed Adjustments	FY 25/26 Amended Budget
Capital Improvement Project	Facilities Replacement Reserves	7330-99-99-97330-903000	Exp	\$6,200,000	\$263,190	\$6,463,190
Capital Improvement Project	Facility Construction	3000-99-99-93000-807330	Rev	\$6,200,000	\$263,190	\$6,463,190
Capital Improvement Project	Facility Construction	3000-70-40-80003-720199 Project No. 803 0060-3000-08	Exp	\$0	\$263,190	\$263,190

NOTIFICATION

Publication of Agenda

PREPARATION OF STAFF REPORT

Prepared By:
Serina Contreras
Senior Management Analyst

Department Head Approval:
Melissa Walker, P.E.
Public Works Director/City Engineer

Concurred By:
Joseph Mattox
Fleet and Facilities Division Manager

CITY COUNCIL GOALS

Positive Environment: Create a positive environment for the development of Moreno Valley's future.

Public Facilities and Capital Projects: Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

Public Safety: Provide a safe and secure environment for people and property in the community, control the number and severity of fire and hazardous material incidents, and provide protection for citizens who live, work and visit the City of Moreno Valley.

CITY COUNCIL STRATEGIC PRIORITIES

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**

5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

Report Approval Details

Document Title:	STAFFREPORT_PW_FFM_CITYOWNEDKEYWAYSYSYSTEM.docx
Attachments:	
Final Approval Date:	Sep 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Melissa Walker

Sean Kelleher

Natalia Lopez

Dena Heald

Launa Jimenez

Brian Mohan

Patty Rodriguez