



DATE: July 14, 2010
TO: Honorable Mayor and City Councilmembers
FROM: City Manager Department/Information Technologies
SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2010-2011 FOR THE INFORMATION TECHNOLOGIES DIVISION**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders for the purchase of equipment, supplies, materials, and services in amounts over \$50,000 for the Information Technologies Division and associated funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders for FY 2010-2011.

BACKGROUND

Each fiscal year, estimates are determined as to the quantity of special equipment, supplies, materials, and services that will be needed in the course of the fiscal year. Purchase requisitions are then submitted to obtain the required services, equipment and supplies. Staff procures three bids, unless the purchase is a sole-source item. The vendor or supplier is selected on criteria of most applicable product and best service for the needed purpose at the lowest cost.

ANALYSIS

The Information Technologies Division is responsible to internal customers throughout the City, for all City Departments, to provide computer, telephone, building access, audio visual, and duplication services. The attached vendor list provides the vendor name, type of supplies, estimated expenditures for the year and method of purchase. The vendor accounts outlined for annual purchase order authorization in Attachment 1 will enable Information Technologies to expeditiously meet Citywide demands. In accordance with City purchasing procedures the Information Technologies Division submits to the Council for approval purchase orders for vendors from whom purchases will exceed \$50,000 during the fiscal year.



FISCAL IMPACT

Attachment 1 provides information detailing the Division's annual purchase orders exceeding \$50,000. Funds have been budgeted in the Information Technologies FY 2010-2011 budget for these purchases.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The Staff Report and Attachment 1 have been reviewed by the City Attorney and approved as to form.

Purchases must comply with bid requirements unless a sufficient sole-source justification is provided. Professional services agreements must be reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve annual purchase orders for the purchase of equipment, supplies, materials, and services in amounts over \$50,000 for the Information Technologies Division and associated funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders for FY 2010-2011.

PREPARED BY:

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SUBMITTED BY:

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City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager

Teri Ferro, Financial Services Director

Information Technologies
Fiscal Year 2010 - 2011
July 14, 2010

Vendor	Supplies/Services	Department Expenditures	Method of Purchase
3-Wire	City Wide Provider of network hardware	\$50,000.00	Government Contract/Competitive Bid
Advanced Call Processing	Maintenance, support and services for City wide voice mail and telephone system. (includes instruments)	100,000.00	Sole Source
American TriTech	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	150,000.00	Sole Source
AT&T	City wide provider of local/long distance telephone services, leased line services, SCADA Water Utilities system, and network hardware.	285,000.00	Utility Services/Government Contract (CALNET II State Contract)
AT&T Mobility	City wide cell phones, radio services and pagers	100,000.00	Government Contract (CALNET II State Contract)
CIT Technology Financing	Microsoft True-up Financing	92,400.00	2nd year of 4 year contract
Com-Sec Incorporated	City wide provider of access control hardware and maintenance services.	75,000.00	Government Contract
Cox Communications	City wide provider of leased line services and network hardware.	88,000.00	Utility Services / Competitive Bid
Dell Marketing L.P.	City wide computer purchases, maintenance and support.	204,500.00	Government Contract/Competitive Bid
Dell Marketing L.P.	City wide Microsoft Software Licensing	196,000.00	Government Contract
Gigster	City Wide Provider of network hardware	50,000.00	Government Contract/Competitive Bid
Oracle (JD Edwards)	Oracle maintenance	86,500.00	Maintenance and Professional Service Agreement
Maris Imaging Solutions	Documentum imaging system annual maintenace	50,000.00	Maintenance and Professional Service Agreement
Sprint Nextel	City wide cell phones, radio services and pagers	195,000.00	Government Contract
IP Keys	City wide Wireless Network Equipment	50,000.00	Government Contract
Sun Wireless	Provider of wireless network hardware and support .	150,000.00	Government Contract/Competitive Bid
VerizonWireless	City wide cell phones, radio services and pagers	50,000.00	Government Contract
Xerox Corporation	City wide copier and printer maintenance and support	465,000.00	Government Contract/Competitive Bid
	Total	\$2,387,400.00	