



DATE: July 18, 2007

TO: Honorable Mayor and City Councilmembers

FROM: City Manager Department

SUBJECT: **APPROVAL OF ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2007-08 FOR THE INFORMATION TECHNOLOGIES DIVISION, AND AUTHORIZATION FOR THE FINANCIAL SERVICES DIRECTOR, OR DESIGNEE, TO EXECUTE THE PURCHASE ORDERS**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders (Attachment 1) 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 2007-2008.

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, providing computer, telephone, building access, audio visual, and duplication services for all City Departments. The vendors listed in the attachment will allow us to expeditiously meet these 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. The vendor list shows the vendor, type of supplies, estimated expenditures for the year and methods of purchase.

FISCAL IMPACT

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

COMMISSION OR COMMITTEE REPORT

Does not apply.

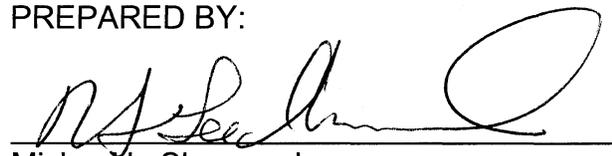
CITY ATTORNEY'S ANALYSIS

Purchases must comply with bid requirements unless sufficient sole source justification provided. Professional Services Agreements must be reviewed by the City Attorney and approved as to form.

RECOMMENDATION

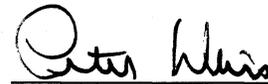
Staff recommends that the City Council approve the annual purchase orders for the purchase of equipment, supplies, materials, and services in amounts over \$50,000 for the Information Technologies Division, and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

PREPARED BY:



Michael L. Sherwood
Chief Information Officer,
Information Technologies Division

SUBMITTED BY:

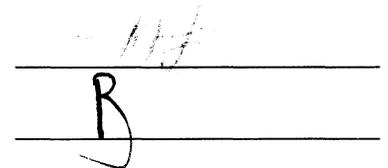


Peter Weiss
Interim City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Paul Bussey, Interim Financial Services Director



Information Technologies
Fiscal Year 2006 - 2007
August 2, 2006

Vendor	Supplies/Services	Department Expenditures	Method of Purchase	Notes
Advanced Call Processing	Maintenance, support and services for City wide voice mail and telephone system. (includes instruments)	100,000.00	Professional Service Agreement / Competitive Bid	
American TriTech	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	150,000.00	Professional Service Agreement / Competitive Bid	
AT&T Data Comm (Pacific Bell)	City wide provider of leased line services and network hardware.	60,000.00	Utility Services / Competitive Bid	Lease Line : \$4,500 annually. Fire 911 Ringdown, Police Substation, Police to Station 6: \$11,106 annually. EOC, Harbor/PD Radio, EOC Trunk \$12,000. Methane Alerts, Harbor Signal Circuit: \$2,400 annually. Pay Phones: \$12,000 annually. IT Annes T-1:\$3,600 annually. DSL line for Library: \$6,756 annually. Grand Total: \$52,362 annually.
AT&T	City wide telephone services	300,000.00	Utility Services / Competitive Bid	AT&T Local calls: \$276,000 annually, AT&T Long Distance: \$3,600 annually. Pay phones \$12,000 annually. Grand Total: \$291,600 annually.
Cingular Wireless	City wide cell phones, radio services and pagers	140,000.00	Government Contract	\$25,000 estimated annually for I.T devices. I.T. charges the cost of Cingular service and devices back to the departments that use the equipment. I.T. Aircards: \$4,800 annually. OPD Modems: \$103,200 annually. OPD Investigation devices: \$1,200 annually. If new devices are purchased for the I.T. Division to upgrade to MS Windows Mobile 6 the cost will be approx. \$9,000. Grand Total: \$134,200 annually
Com-Sec Incorporated	City wide provider of access control hardware and maintenance services.	150,000.00	Government Contract/Competitive Bid	
Cox Communications	City wide provider of leased line services and network hardware.	64,000.00	Utility Services / Competitive Bid	Internet and Leased Line: \$64,000 annually.
Dell Marketing L.P.	City wide computer purchases, maintenance and support.	204,500.00	Government Contract/Competitive Bid	
Gigster	City Wide Provider of network hardware	75,000.00	Government Contract/Competitive Bid	
JD Edwards (Oracle)	JD Edwards maintenance	79,000.00	Maintenance and Professional Service Agreement	
Nextel and American Messaging	City wide cell phones, radio services and pagers	77,000.00	Government Contract	I.T. pays approx. \$4,800 per month total for all Nextel users. Rounded the annual cost to \$58,000. I.T. no longer pays for any part of the American Messaging pager bill. Grand Total \$ 58,000 annually.
Softchoice Corporation	City wide software purchases and licenses	150,000.00	Government Contract/Competitive Bid	

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Software Spectrum	City wide software purchases and licenses	85,000.00	Government Contract/Competitive Bid	
Sun Wireless	Provider of wireless network hardware and support .	150,000.00	Government Contract/Competitive Bid	
RHI	Consulting service for software implementation	102,000.00	Government Contract/Competitive Bid	
Xerox Corporation	City wide copier and printer maintenance and support	476,000.00	Government Contract/Competitive Bid	The \$385,000 does not include overages or the monthly pooled copy cost of \$5,451.10. Add \$25,000 for copy overages and \$65,415 for pooled copy cost. Revised Xerox copier cost \$475,415. Printer cost are not included in the \$475,415. Grand Total \$475,415 annually.
	Total	2,362,500.00		