



DATE: August 13, 2008
TO: Honorable Mayor and City Councilmembers
FROM: City Manager Department
SUBJECT: **APPROVAL OF ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2008-2009 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 2008-2009.

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 over \$50,000. Funds have been budgeted in the Information Technologies FY 2008-2009 budget for these purchases.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

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 2008-2009.

PREPARED BY:



Michael L. Sherwood
Chief Information Officer,
Information Technologies Division

SUBMITTED BY:

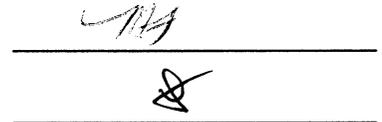


Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Teri Ferro, Financial Services Director



Information Technologies
Fiscal Year 2008 - 2010

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	Sole Source	the only authorized Spherical support service provider in San Diego.
American TriTech	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	150,000.00	Sole Source	American TriTech is the software developer and distributor of the computer application dispatch (CAD) system.
AT&T	City wide provider of local/long distance telephone services, leased line services, SCADA Water Utilities system, and network hardware.	307,000.00	Utility Services/Government Contract (CALNET II State Contract)	AT&T local/long distance telephone service: \$264,000 annually. Lease Line : \$4,300 annually. Fire 911 Ringdown, Police Substation, Police to Station 6: \$9,840 annually. EOC, Harbor/PD Radio, EOC Trunk \$8,500. Methane Alerts, Harbor Signal Circuit: \$1,200 annually. Pay Phones: \$6,600 annually. SCADA System: \$12,000 Grand Total: \$307,000 annually.
AT&T Mobility	City wide cell phones, radio services and pagers	170,000.00	Government Contract (CALNET II State Contract)	\$18,000 estimated annually for I.T. devices. I.T. charges the cost of AT&T Mobility services and devices back to the departments that use the equipment. A total of 12 departments utilize AT&T Mobility devices annual cost: \$64,200, Frame Relay annual cost: \$3,800, OPD Modems annual cost: \$84,000, Grand Total: \$170,000 annually
Com-Sec Incorporated	City wide provider of access control hardware and maintenance services.	150,000.00	Government Contract	
Cox Communications	City wide provider of leased line services and network hardware.	88,000.00	Utility Services / Competitive Bid	Internet, Optical Internet, Leased Line, Streaming Video: \$88,000 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	81,000.00	Maintenance and Professional Service Agreement	
Sprint Nextel	City wide cell phones, radio services and pagers	201,000.00	Government Contract	
Dell Marketing L.P.	City wide Microsoft Software Licensing	196,000.00	Government Contract	
Solana Technologies	City wide Wireless Network Equipment	75,000.00	Government Contract	
Sun Wireless	Provider of wireless network hardware and support .	250,000.00	Government Contract/Competitive Bid	
Xerox Corporation	City wide copier and printer maintenance and support	480,000.00	Government Contract/Competitive Bid	The annual lease cost for 61 Xerox copiers is \$420,000. The average cost of copy overages for the last four quarters is \$60,000. Printer costs are not included in the \$480,000. Grand Total \$480,000 annually.
	Total	\$2,527,500.00		