



DATE: August 2, 2006

TO: Honorable Mayor and City Councilmembers

FROM: City Manager Department

SUBJECT: **APPROVAL OF ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2006-07 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 2006-2007.

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:

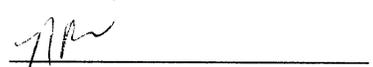


Barry E. Martin
Interim City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant to the City Manager

Nita McKay, Financial Services Director

Information Technologies Fiscal Year 2006 - 2007 August 2, 2006			
Vendor	Supplies/Services	Department Expenditures	Method of Purchase
Advanced Call Processing	Maintenance, support and services for City wide voice mail and telephone system. (includes instruments)	200,000.00	Professional Service Agreement / Competitive Bid
American TriTech	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	225,000.00	Professional Service Agreement / Competitive Bid
AT&T Data Comm (Pacific Bell)	City wide provider of leased line services and network hardware.	100,000.00	Utility Services / Competitive Bid
AT&T	City wide telephone services	328,842.00	Utility Services / Competitive Bid
Cingular Wireless	City wide cell phones, radio services and pagers	100,000.00	Government Contract
Com-Sec Incorporated	City wide provider of access control hardware and maintenance services.	150,000.00	Government Contract/Competitive Bid
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	74,000.00	Maintenance and Professional Service Agreement
Nextel	City wide cell phones, radio services and pagers	86,000.00	Government Contract
Softchoice Corporation	City wide software purchases and licenses	150,000.00	Government Contract/Competitive Bid
Software Spectrum	City wide software purchases and licenses	175,000.00	Government Contract/Competitive Bid
Sun Wireless	Provider of wireless network hardware and support .	150,000.00	Government Contract/Competitive Bid
System Management, Inc.	JD Edwards support and training	100,000.00	Government Contract/Competitive Bid
TEG Staffing, Inc.	Consulting service for software implementation	55,000.00	Government Contract/Competitive Bid
Xerox Corporation	City wide copier and printer maintenance and support	385,000.00	Government Contract/Competitive Bid
	Total	2,558,342.00	