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DATE: July 6, 2011  
TO: Honorable Mayor and City Councilmembers  
FROM: City Manager Department/Information Technologies  
SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2011-2012 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 2011-2012.

**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 or the services are approved through an approved professional services agreement. 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 other professional 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 2011-2012 budget for these purchases.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

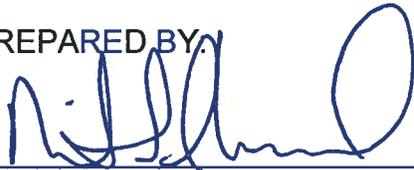
**CITY ATTORNEY'S ANALYSIS**

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 2011-2012.

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 2011- 2012  
July 6, 2011

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)	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	150,000.00	Government Contract (CALNET II State Contract)
Citation Management/Duncan	Parking Citation Processing, lockbox payment processing and Online Parking Permit Issuance and Citation Payment Processing	137,140.00	1st year of a Professional Services Agreement
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.	96,000.00	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
Infosend	Utility bill payment processing and delinquent payment collection and reporting	212,000.00	Professional Service Agreement
Maris Imaging Solutions	Documentum imaging system annual maintenance	52,000.00	Maintenance per Professional Service Agreement, Amendment 1
Microsoft Financing	Microsoft True-up Financing	92,400.00	Last 2 payments of 4 year contract
Oracle (JD Edwards)	Oracle maintenance	97,000.00	Software Maintenance per Professional Service Agreement
Sprint Nextel	City wide cell phones, radio services and pagers	165,000.00	Government Contract
Sun Wireless	Provider of wireless network hardware and support .	150,000.00	Government Contract/Competitive Bid
Xerox Corporation	City wide copier and printer maintenance and support	465,000.00	Government Contract/Competitive Bid
	<b>Total</b>	<b>\$2,677,040.00</b>	