

STAFF REPORT*CITY OF OCEANSIDE*

DATE: June 20, 2011

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office/Information Technologies

SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2012-2013 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 2012-2013.

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.

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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 2012-2013 budget for these purchases.

COMMISSION OR COMMITTEE REPORT

Does not apply.

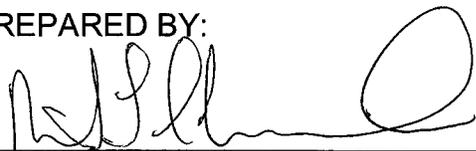
CITY ATTORNEY'S ANALYSIS

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 2012-2013.

PREPARED BY:



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SUBMITTED BY:



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City Manager

REVIEWED BY:

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Teri Ferro, Financial Services Director




Information Technologies
Fiscal Year 2011- 2012
July 6, 2011

| Vendor | Supplies/Services | 2012-13 Department Expenditures | Method of Purchase |
|--------------------------|--|---------------------------------------|---|
| Advanced Call Processing | Maintenance, support and services for City-wide voice mail and telephone system. (includes instruments) | \$100,000 | Sole Source |
| American TriTech | Software maintenance and support for Police and Fire computer aided dispatch, and interface systems. | \$150,000 | Sole Source |
| AT&T | Citywide provider of local/long distance telephone services, leased line services, SCADA Water Utilities system, and network hardware. | \$285,000 | Utility Services/Government Contract (CALNET II State Contract) |
| AT&T Mobility | Citywide cell phones, radio services and pagers | \$150,000 | Government Contract (CALNET II State Contract) |
| Com-Sec Incorporated | Citywide provider of access control hardware and maintenance services. | \$75,000 | Government Contract |
| Cox Communications | Citywide provider of leased line services and network hardware. | \$96,000 | Utility Services / Competitive Bid |
| Dell Marketing L.P. | Citywide computer purchases, maintenance and support. | \$250,000 | Government Contract |
| Dell Marketing L.P. | Citywide Microsoft software licensing | \$250,000 | Government Contract |
| Gigster | Citywide provider of network hardware | \$50,000 | Government Contract/Competitive Bid |
| Maris Imaging Solutions | Documentum imaging system annual maintenance | \$57,100 | Maintenance per Professional Service Agreement, Amendment 1 |
| Oracle (JD Edwards) | Oracle maintenance | \$108,000 | Software Maintenance per Professional Service Agreement |
| Sprint Nextel | Citywide cell phones | \$150,000 | Government Contract |
| Sun Wireless | Provider of wireless network hardware and support. | \$175,000 | Government Contract/Competitive Bid |
| Value Strategies | Provider of Oracle Technical Enhancements | \$99,020 | Professional Service Agreement |
| Xerox Corporation | Citywide copier and printer maintenance and support | \$385,000 | Government Contract/Competitive Bid |
| Total | | \$2,380,120 | |

