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DATE: June 05, 2013

TO: Honorable Mayor and City Councilmembers

FROM: City Manager Department/Information Technologies Division

SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2013-2014 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 2013-2014.

### **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 2013-2014 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 2013-2014.

PREPARED BY:

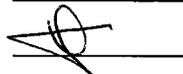
  
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Yukari Krause-Brown  
Acting Division Manager,  
Information Technologies Division

SUBMITTED BY:

  
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Peter A. Weiss  
City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager  
Teri Ferro, Financial Services Director

  
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Information Technologies  
Fiscal Year 2013 - 2014  
June 26, 2013

Vendor	Supplies/Services	2013-14 Department Expenditures	Method of Purchase
Advanced Call Processing	Maintenance, support and services for City-wide voice mail and telephone system. (includes instruments)	\$50,000	Sole Source
American TriTech	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	\$150,000	Sole Source
AT&T Mobility	Citywide cell phones, tablets and public safety modems	\$300,000	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.	\$200,000	Government Contract
Dell Marketing L.P.	Citywide Microsoft software licensing	\$250,000	Government Contract
Enterprise Technology Services LLC	Oracle software - Enterprise Technology Services LLC is an authorized Oracle reseller	\$75,000	Sole Source
Hello Direct	Citywide provider of desk phones and other telephony equipment	\$85,000	Government Contract
Oracle (JD Edwards)	Oracle maintenance	\$93,200	Software Maintenance per Professional Service Agreement
Sun Wireless	Provider of wireless network hardware and support.	\$175,000	Government Contract/Competitive Bid
Xerox Corporation	Citywide copier and printer maintenance and support	\$313,000	Government Contract/Competitive Bid
<b>Total</b>		<b>\$1,862,200</b>	