



DATE: June 3, 2015

TO: Honorable Mayor and City Councilmembers

FROM: Information Technologies Division

SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2015-2016 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 2015-2016.

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 vendor is approved through a government competitive bid process, 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. Internal Services Fund 841 is the funding source for the FY 2015-16 purchases. Necessary data, hardware/software, public safety, security, telephone and technical service purchases for all City departments have been budgeted in the Information Technologies approved FY 2015-2016 budget.

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 2015-2016.

PREPARED BY:



Yukari Krause-Brown
Division Manager

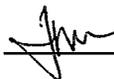
SUBMITTED BY:



Michelle Skaggs Lawrence
Interim City Manager

REVIEWED BY:

Jane McPherson, Interim Financial Services Director



Information Technologies
Fiscal Year 2015 - 2016
June 3, 2015

Vendor	Supplies/Services	2014-15 Department Expenditures	Method of Purchase	Account Number(s)
Advanced Call Processing	Maintenance, support and services for City-wide voice mail and telephone system. (includes instruments)	\$50,000	Sole Source	155157841.5320
AT&T	Citywide cell phones, tablets, public safety modems, wire lines and data circuits	\$300,000	WSCA Government Contract (CALNET III State Contract)	155157841.5385
CDW-G	CommVault (Data back-up system) annual maintenance/ support, printer and hardware purchases.	\$200,000	GSA Government Contract	155162841.5330 155167841.5320
Com-Sec Incorporated	Citywide provider of access control hardware and maintenance services.	\$75,000	Sole Source	155010841.5320 155159841.5320
Cox Communications	Citywide provider of leased line services and network hardware.	\$75,000	Utility Services Competitive Bid	155157841.5385
CPAC	Citywide computer, hardware and printer purchases, and software maintenance and support.	\$100,000	CMAS Government Contract	Various Accounts
Dell Marketing L.P.	Citywide computer purchases and maintenance and support.	\$200,000	GSA Government Contract	Various Accounts
Dell Marketing L.P.	Citywide Microsoft software licensing	\$300,000	GSA Government Contract	155162841.5325 155162841.5320
Discover I.T. Solutions	Citywide computer and hardware purchases, maintenance and support.	\$55,000	GSA Government Contract	Various Accounts
Hancock Video Engineering Services	Citywide specialty camera and video installation, configuration and support	\$55,000	Sole Source	Various Accounts
Lenovo	Citywide computer purchases, maintenance and support.	\$65,000	GSA Government Contract	Various Accounts
Nexus IS	Citywide computer purchases, hardware and software maintenance/support.	\$75,000	GSA Government Contract	Various Accounts
Oracle (JD Edwards)	Oracle and Weblogice annual licensing, support and maintenance.	\$115,000	Software Maintenance per Professional Service Agreement	155160841.5320
Sterling Computers Corporation	Citywide computer purchases, maintenance and support.	\$75,000	GSA Government Contract	Various Accounts
Sun Wireless	Provider of wireless network hardware and support.	\$300,000	Sole Source	155167841.5320, 155010841.5330
TriTech Software Systems	Software maintenance and support for Police and Fire computer aided dispatch, and interface systems.	\$150,000	Sole Source	155164841.5320
Total		\$2,190,000		