



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 22, 2019

FROM: PUBLIC WORKS DEPARTMENT WARD: ALL

SUBJECT: SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR SOFTWARE WITH ENFOTECH & CONSULTING, INC., OF BRUNSWICK, NEW JERSEY, TO EXTEND THE CONTRACT TERM THROUGH JANUARY 31, 2022 IN THE AMOUNT OF \$121,320, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$372,420

ISSUES:

Approve the Second Amendment to the Environmental Compliance Tracking Database Software Consultant Service Agreement with enfoTech & Consulting, Inc. of Brunswick, New Jersey, to extend the contract term through January 31, 2022 in the amount of \$121,320, for a total not to exceed amount of \$372,420.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Professional Consultant Services Agreement for Environmental Compliance Tracking Database Software for Riverside Water Quality Control Plant with enfoTech & Consulting, Inc. of Brunswick, New Jersey, to extend the contract term through January 31, 2022 in the amount of \$121,320, for an amount not to exceed \$372,420; and
2. Authorize the City Manager, or his designee, to execute the Second Amendment to the Environmental Compliance Tracking Database Software Consultant Service Agreement, including making minor and non-substantive changes.

BACKGROUND:

On June 20, 2012, the Public Works Department received one proposal in response to RFP No. 1340 and enfoTech & Consulting, Inc. was the sole qualified and responsive respondent. On September 10, 2012, Council awarded a contract to enfoTech & Consulting, Inc. in the amount of \$150,900 for a period of three (3) years. On January 26, 2016, Council approved the first amendment to the contract for an additional (3) years of service for an amount not to exceed \$100,200 for a total contract amount of \$251,100. The firm's performance under the current

agreement has been satisfactory.

DISCUSSION

In order to continue usage of the Environmental Compliance database, the Public Works Department is requesting a three (3) year extension to the current agreement with enfoTech & Consulting, Inc. in an amount not to exceed \$121,320 through January 31, 2022. The \$121,320 includes (3) years of hosting and maintenance at \$33,400 annually and a one-time enhancement fee of \$21,120 for additional reporting capabilities. This will provide the Environmental Compliance section with the computer software application that tracks compliance related documents (e.g. permits, plan check approvals, sampling analyses, Fats, Oil and Grease program, industrial and storm water compliance inspections, photographs, etc.) and expedites report processing for physical inspections and federal and State report submittals.

Purchasing Resolution 23256 Section 702(r) states that when the procurement is for the renewal of maintenance, license(s), support, or a similar need for existing technology systems, including hardware, and the items are procured from a vendor/reseller that was originally selected based on the City’s procurement standards, provided that 1) the vendor has been used consecutively since then and 2) if there are any non-substantive changes to the procurement, the Manager is satisfied that the best price, terms and conditions have been negotiated, competitive procurement shall not be required.

The Purchasing Services Manager concurs that the recommended actions comply with Purchasing Resolution No. 23256, Section 702(r).

FISCAL IMPACT:

The total fiscal impact of the action is \$121,320, as follows:

FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Total
\$21,120	\$33,400	\$33,400	\$33,400	\$121,320

The funds are available in the Software account, 4125300-425700 and Machine and Equipment account, 4125300-462200 for fiscal year (FY) 2018/19. Funds have been budgeted in FY 2019/20 in the Software account, 4125300-425700. For each future fiscal year, \$33,400 will be included in the Public Works Department two-year budget submission for FYs 2020/21 and 2021/22.

Prepared by: Kris Martinez, Public Works Director
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
 Approved by: Rafael Guzman, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachment: Service Agreement