



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 22, 2021

FROM: INNOVATION AND TECHNOLOGY WARDS: ALL

**SUBJECT: INCREASE CHANGE ORDER AUTHORITY FROM 15% TO 21% FOR A TOTAL
CHANGE ORDER AUTHORITY OF \$7,350 FOR A TOTAL SPENDING
AUTHORITY NOT TO EXCEED \$42,350 FOR SOFTWARE MAINTENANCE AND
HARDWARE SUPPORT FOR THE CITY'S WI-FI ACCESS POINTS WITH
VECTOR RESOURCES, INC., DOING BUSINESS AS VECTORUSA**

ISSUES:

Authorize change order authority increase from 15% to 21% for a total change order authority of \$7,350 for a total spending authority not to exceed \$42,350 for software maintenance and hardware support for the city's Wi-Fi access points with Vector Resources, Inc., doing business as VectorUSA.

RECOMMENDATIONS:

That the City Council:

1. Authorize change order authority increase from 15% to 21% for a total change order authority of \$7,350 and a total spending authority not to exceed \$42,350 with Vector Resources, Inc., doing business as VectorUSA; and
2. Authorize the City Manager, or his designee, to execute all documents pursuant to this change order and purchase, including making minor and non-substantive changes.

BACKGROUND:

On June 16, 2020, the City Council approved the twelve-month renewal of software and hardware maintenance support, with VectorUSA, in the amount of \$35,000 with a 15% change order authority, for the City's Wi-Fi access points. During the Fiscal Year 2020/2021 budget development, staff anticipated being further along in the Network Refresh Project which would have resulted in retiring some of the City's older equipment. Due to the circumstances surrounding the COVID-19 pandemic, the Network Refresh project timeline has been extended. Therefore, continued support and maintenance is required for all existing equipment.

DISCUSSION:

Innovation and Technology Department (IT) staff utilize the software and hardware maintenance and support for the City's wireless access points and wireless Local Area Network (LAN) controllers. Wireless service spans nearly all city facilities and is critical in delivering essential and high-quality service to residents. The Innovation and Technology Department (IT) reviews hardware/software maintenance agreements annually to ensure that the products are still in use and the best price is negotiated for those services. Whenever possible, IT also consolidates systems and/or retires aging systems to keep annual technology related maintenance costs as low as possible.

The Purchasing Manager concurs that the recommended action to approve continued services is in compliance with Section 702 of Purchasing Resolution No. 23256.

FISCAL IMPACT:

The total fiscal impact of this action is \$42,314.81. Sufficient funds are available in the FY 2020/21 General Fund Innovation and Technology Network-Software Maintenance/Support Account No. 2405000 - 424310.

Prepared by: George Khalil, Chief Innovation Officer
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Lea Deesing, Assistant City Manger
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment: VectorUSA, HPE Foundation Care Renewal Quote