



Legislation Text

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DATE: February 22, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Milissa Reiersen, Communications Manager
Brian Wilcox, Purchasing Manager

SUBJECT:

Sole-source purchase from and execution of contract with Vision Technology Solutions, LLC of El Segundo, California in the non-recurring amount of \$8,422 for website re-design services plus fees of varying amounts for up to five years of website hosting services for the Communications Division of the Administration Department (City Contract No. 2017-0354)

Purpose

The purpose of this procurement is to purchase website re-design and hosting services.

Background

City Purchasing Policy allows for the following categories of sole-source purchases valued at or greater than \$25,000 not to require individual authorization by the Board of Mayor and Aldermen (but which shall be reported to the Board):

- Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.
- Purchases of items necessary to maintain, expand or improve a manufacturer-specific system already in use by the City, and/or another governmental agency with which the City must cooperate in order to provide the public service relevant to the proposed purchase, and that requires interconnectivity of and/or communication between the component parts, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.
- Purchases of items that have, for good and sufficient reason, previously been standardized by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is

the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.

Staff believes the purchase of website re-design and hosting services is a sole-source purchase that does not require individual authorization by the Board of Mayor and Aldermen but which shall be reported to the Board. Evidence to support this opinion includes the City's current website was designed by and is hosted by the same service provider. The current hosting arrangement is scheduled to expire later in calendar year 2018.

Financial Impact

The Administration Department Communications Division budget for fiscal year 2018 does not specify funding for the website re-design, a non-recurring expenditure. However, sufficient funding exists within that budget to cover the \$8,422 for website re-design services. Website hosting services, which are recurring, are budgeted within the Administration Department Communications Division budget. The quoted annual fee for website hosting services ranges from \$8,400 during the first year to \$10,210 during the fifth year.

Attachment

City Contract No. 2017-0354 as executed with Vision Technology Solutions, LLC of El Segundo, California, in the non-recurring amount of \$8,422 for website re-design services plus recurring amounts of varying amounts for up to five years of website hosting services, is attached.