CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: **Information Technology**

AGENDA DATE: **August 17 2013**

CONTACT PERSON/PHONE: **Bruce D. Collins– Purchasing Manager, Financial Services (915) 541-4308**
Miguel Gamino – Director, Information Technology (915) 541-4746

DISTRICT (S) AFFECTED: **All**

SUBJECT:

That the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise two year option to Solid Systems CAD Services Inc. (SSCS) a vendor under City contract 2010-223R in the amount of $152,663.34 for maintenance of City servers.

BACKGROUND / DISCUSSION:

The server inventory is the backbone that supports all computer operations throughout the City. The exercising of option would establish a complete service contract for maintenance and repair of City server operated by the City of El Paso. The vendor will provide maintenance service and repairs for an additional two years to include all parts and labor on existing and future servers with a 24/7 hours response time.

SELECTION SUMMARY:

IT concludes that exercising two year option of solicitation 2010-223R for maintenance of City Servers would make efficient use of its resource, intend to consolidate, delete, and replace servers as appropriate to economize it server inventory.

PRIOR COUNCIL ACTION:

Yes, August 17, 2010 City Council award solicitation 2010-23R for maintenance of City Servers at various facilities around the City for three year period.

AMOUNT AND SOURCE OF FUNDING:

Department:	239- Information Technology Services
Division:	15070- IT Admin
Fund:	1000- General Fund
Account:	522150- Outside Contract

BOARD / COMMISSION ACTION:
N/A

**********AUTHORIZATION**********

DEPARTMENT HEAD:

Miguel A. Gamino, Information Technology Director

COUNCIL PROJECT FORM
(CONTRACT EXTENSION)

**********POSTING LANGUAGE BELOW**********

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **JULY 30, 2013**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2010-223R (Maintenance of City Servers) with Solid Systems CAD Services, Inc. for two (2) additional years pursuant to the provisions of an award approved by City Council on August 17, 2010. The extended contract period will be from August 17, 2013 to August 17, 2015.

Department:	Information Technology Department
Award to:	Solid Systems CAD Services, Inc. Houston, Texas
Option:	Two (of Two)
Annual Estimated Amount:	$76,336.67
Total Estimated Amount:	$152,663.34 (2 years)
Account No.:	Dept: 239 Div: 15070 Acct: 522150 Fund: 1000
Funding Source:	General Fund
District(s):	All

This is a thirty six month contract.

**********ADDITIONAL INFO BELOW**********

DATE: 7/22/2013

MOTION
AUGUST 17, 2010

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2010-223R (Maintenance of City Servers) to Solid Systems CAD Services, Inc. for a total estimated award of $228,995.

Department:	Information Technology
Award to:	Solid Systems CAD Services, Inc., Houston, Texas
Items:	All
Option:	2 years
Annual Estimated Amount:	$76,331.67
Funding Source:	General Fund
Total Estimated Award:	$228,995 (3 year total)
Reference No.;	2010-223R

This is a thirty-six month contract.

The cost under this contract is only an estimated minimum value. The actual coat of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Information Technology Department recommends award to Solid Systems CAD Services, Inc., the highest ranked proposer.

Richarda Duffy Momsen, City Clerk

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Seven (7) Factor Option Memo

To: Financial Services – Purchasing Division

From: Miguel Gamino JR., CPA

Authorized Signature

Subject: Seven (7) Factor Option

Date: July 30, 2013

Re: Solicitation No. (2010-223R Maintenance of City Servers)

Information Technology Department recommends authorizing the Option to Extend Solicitation 2010-223R Maintenance of City Servers for 2 years for Maintenance of City Servers. Exercising this option would meet the following threshold considerations:

1. **Are funds available for this Option to Extend?**
   Yes

2. **Does the Requirement covered by this option fill an existing need of the City?**
   Yes
3. **Is the option price better than the current available market price?**
   Yes, see item #4

4. **Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer?**
   Solid Systems CAD Services has been providing the best value to the City of El Paso since being awarded Contract 2010-223R. Their prices continue to be consistent or better than market prices resulting mostly from the variety of services they offer.

5. **Does the attached Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?** Yes

6. **Is the vendor currently under debarred status as per System for Award Management (SAM) www.sam.gov?**

   No

7. **Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?**

   No

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