

CITY MANAGER PROCUREMENT AWARD

ACTION REQUESTED:

Approve the award of Bid 19-033, Systimax Cabling Installer, to Advanced Data Technologies for an amount not to exceed \$40,000 and for a one-year term

DEPARTMENT: Information Technology Department

SUBMITTED BY: Jeff Anderson, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Information Technology Department is responsible for the data and telephone cabling in City building and requires the services of a certified Systimax installer for the installation and/or repair of data and telephone cabling on an as-needed basis. Throughout the year, numerous projects, including upgrades to and remodeling of office spaces, require the services of a qualified cable installer.

Past projects in 2018 included the addition of network drops for the Electric Utility SCADA network in the Electric Service Center, new network drops for the Fire Department's PURVIS system and new network drops in the Police Department jail to allow the jailers to view the cameras from the control room. Current projects scheduled for 2019 include wiring and telephone equipment repair.

DISCUSSION:

Advertisement Date:	01/10/2019	Notices Sent:	102
Opening Date:	01/25/2019	Planholders:	8
		Proposals Received:	3

Bids were received from the following vendors:

Vendor Name	Proposed Cost
Advanced Data Technologies	\$14,175.14
Volt Electric Inc.	\$18,038.78
American Cable & Telephone	NON-RESPONSIVE

As part of the bid response, bidders were asked to complete a bid worksheet with four standard service scenarios to determine labor and material costs. Advanced Data Technologies was determined to be the lowest responsive and responsible bidder and has performed well as the City's current Systimax cabling installer. Advanced Data Technologies is recommended for award.

One of the bidders, American Cable & Telephone was determined to be non-responsive because they did not submit all of the required documents, including the offer to contract, affidavit of compliance and bid bond.

This contract is not to exceed \$40,000 per year. The term of the contract is one year from the date of award, with four one year options to extend.

FISCAL IMPACT:

CIP #: N/A

Systemax Cabling Installer is expensed to the equipment maintenance account below. Installation and repair of data and telephone cabling through Advanced Data Technologies will be expensed through individual departments when necessary. Expenses to ADT will be reviewed and appropriated by departments through future requests. The requested award of \$40,000 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
16101100-531303	General Fund	\$230,800

SUBMITTED BY:



Jeff Anderson, Director
Information Technology

2/15/2019

Date



Rachel Mayer
Chief Procurement Officer

2/28/19

Date

KAS
2/14/19

APPROVED BY:



Douglas A. Krieger
City Manager

3/1/19

Date