



## Legislation Details (With Text)

**File #:** 24-0207 **Version:** 1  
**Type:** Procurement Change Order **Status:** Agenda Ready  
**File created:** 2/13/2024 **In control:** City Council  
**On agenda:** 3/5/2024 **Final action:**  
**Title:** Approve the award of Change Order #1 to Option Year Four to Contract 19-033-4.01, Systimax Cabling Installer, to Advanced Data Technologies for an amount not to exceed \$30,000, a total award of \$70,000, and for an additional six months

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
3/5/2024	1	City Council	approved	Pass

### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Option Year Four to Contract 19-033-4.01, Systimax Cabling Installer, to Advanced Data Technologies for an amount not to exceed \$30,000, a total award of \$70,000, and for an additional six months

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jacqueline Nguyen, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

On March 1, 2019, the City Manager awarded Contract 19-033 to Advanced Data Technologies for a one-year term from March 1, 2019 to February 28, 2020, with four, one-year options to extend.

The purpose of this contract is to provide a vendor to perform cabling and wiring jobs in support of IT networks and systems at various municipal buildings. These jobs vary in size and complexity, and the associated cost can range from several hundred to several thousands of dollars. These jobs require specialized skills, tools, and capabilities that are more efficient to outsource than to staff and equip in-house. Recent jobs performed under this contract include wiring new phones in the Police Department jail, wiring and cabling for the recent remodeling of the Police Department patrol area, and relocating the Purvis alerting system in Fire Station 7. This contract is primarily used by the IT Department but is available to other departments.

The City Manager has awarded all four one-year options to extend.

*March 30, 2020*

Option Year One on for a one-year term from March 1, 2020 to February 28, 2021, for an amount not to exceed \$40,000, with three, one-year options remaining.

*November 18, 2020*

Change Order #1 to Option Year One on for an amount not to exceed \$42,633.97.

*March 12, 2021*

Option Year Two on for a one-year term from March 2, 2021 to March 1, 2022, for an amount not to exceed \$40,000, with two, one-year options remaining.

*December 21, 2021*

Change Order #1 to Option Year Two on for an amount not to exceed \$2,721.13.

*February 4, 2022*

Option Year Three on for a one-year term from March 2, 2022 to March 1, 2023, for an amount not to exceed \$40,000, with one, one-year option remaining.

*November 28, 2022*

Change Order #1 to Option Year Three on for an amount not to exceed \$99,999.

*February 27, 2023*

Option Year Four on for a one-year term from March 2, 2023 to March 1, 2024, for an amount not to exceed \$40,000, with no option years remaining.

**DISCUSSION:**

This Change Order is requested to allow additional time for staff to determine a procurement strategy for cabling and wiring going forward. Recent workload demands have precluded staff from completing this before the final option year expired.

Advanced Data Technologies has agreed to maintain the rates and terms provided for under the contract.

The term of the six-month extension is March 1, 2024 to September 1, 2024.

**FISCAL IMPACT:**

Wiring and cable installation services are budgeted in the account listed below in the amount of \$14,300. This is the budget for planned work in the IT Department. Installations outside normal, planned cable installations are expensed to the respective department as services are needed and are accommodated within those department budgets. The contract is managed by the IT Department, which oversees requests for additional cabling services throughout the year. Staff will monitor expenses to ensure compliance with budgetary guidelines.

Account Number	Fund Description	Total Budget Amount
16101100-531303	General Fund	\$393,851

