



EQUIPMENT & SOFTWARE MAINTENANCE AGREEMENTS FY 2021-2022

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Budget Workshops
Week of April 19, 2021



EQUIPMENT MAINTENANCE FY 21-22

- TYPE OF EQUIPMENT
- LIST OF MAINTENANCE AGREEMENT
- FUNDING SOURCES



BACKGROUND

- The purchase of this equipment includes the option for annual maintenance support which could cover up to:
 - Routine service
 - Technical support to address equipment issues
 - Onsite support to assess issue and fix the equipment
- Finance and IT have worked with City departments to gather a comprehensive list of maintenance agreements to obtain Council approval to approve payment for FY 21-22
- Purchasing freeze will continue to be effective for FY 21-22 and maintenance for essential functions will be assessed by each department



TYPES OF EQUIPMENT

- Copier Machines
- Camera System
- Fire Equipment (Life-saving and Parts Cleaner)
- Badge and Barcoding
- Plotter
- Currency Counter Machines
- Radio Communication
- Fitness Equipment (Parks)
- Lab Equipment
- Postage Machine
- Mail Opener





EQUIPMENT AGREEMENTS – LESS THAN \$50K

SUPPLIER	Final - FY 20-21 Maintenance Cost	Proposed - FY 21-22 Maintenance Cost
3SI SECURITY SYSTEMS	\$ 1,568	\$ 1,725
ACTION TARGET, INC.	\$ 4,955	\$ 5,451
AIR WEST FILTRATION / BENZ AIR	\$ 24,200	\$ 26,620
AIRGAS	\$ 1,210	\$ 1,331
ALARMCO	\$ -	\$ 770
AMERICAN BARCODE AND RFID	\$ 1,143	\$ 1,258
ARC	\$ 5,856	\$ 6,442
ASAP TECHNICAL SOLUTIONS	\$ 1,144	\$ 1,259
BARTON OVERHEAD	\$ 37,400	\$ -
BMI IMAGING	\$ 1,573	\$ 1,731
BOSS BUSINESS SYSTEMS	\$ 1,780	\$ 1,958
CALL YO	\$ 3,200	\$ -
CA REDING	\$ 11,444	\$ 18,381
CUMMINS	\$ 2,700	\$ 2,733
DELTA WIRELESS	\$ 33,000	\$ 36,300
EKC ENTERPRISES	\$ -	\$ 3,850
EXCEL FITNESS	\$ 1,271	\$ 1,399
FARO TECHNOLOGIES	\$ 5,400	\$ 5,940
FIRE SERVICE SPECIFICATION & SUPPLY	\$ 3,812	\$ 4,194
FITGUARD INC.	\$ 3,030	\$ 3,333
HERITAGE-CRYSTAL CLEAN, LLC.	\$ -	\$ 4,194
HOT TANK SUPPLY	\$ 3,812	\$ -
JORGENSEN	\$ -	\$ 5,170
KODAK ALARIS	\$ 1,906	\$ 2,097
LEHR/STOMMEL	\$ 36,300	\$ 39,930



EQUIPMENT AGREEMENTS – LESS THAN \$50K CONT'D

SUPPLIER	Final - FY 20-21 Maintenance Cost	Proposed - FY 21-22 Maintenance Cost
LUCAS BUSINESS SYSTEMS	\$ 10,386	\$ 13,437
MANSCI INC.	\$ 6,600	\$ 7,260
MO-CAL OFFICE SOLUTIONS	\$ 48,751	\$ 59,654
NEC CORPORATION OF AMERICA	\$ 9,104	\$ 10,015
NEO POST	\$ 11,010	\$ 12,111
OPEX	\$ 3,530	\$ 3,710
PHYSIO CONTROL	\$ 16,500	\$ 18,150
PUNTES TECHNOLOGIES	\$ 1,210	\$ 1,331
QPCS	\$ 1,271	\$ -
RAY MORGAN CO.	\$ 20,640	\$ 16,430
RICOH USA	\$ 2,937	\$ -
SCANNER ONE	\$ 700	\$ 675
SCANTRON	\$ 484	\$ 837
SEAL ANALYTICAL	\$ 7,845	\$ 8,630
SMILE BUSINESS PRODUCTS INC	\$ 2,341	\$ 4,161
SPECIAL SERVICES GROUP LLC	\$ 7,986	\$ -
SSD SYSTEMS	\$ 1,906	\$ 2,097
SURTEC	\$ -	\$ 3,520
TECA DATA SAFE CORP (CYBERNETIC)	\$ 4,400	\$ 4,631
THE RADAR SHOP	\$ 3,812	\$ 4,194
TRANE	\$ 3,440	\$ 7,568
VERTIV	\$ -	\$ 4,500
WEST COAST DOOR AND GATE	\$ -	\$ 41,140
Grand Total	\$ 351,557	\$ 400,117



EQUIPMENT AGREEMENTS – OVER \$50K

- Maintenance agreements are needed to provided the maintenance and repair services:
 - Centre Plaza HVAC system
 - City Copiers through City Departments

SUPPLIER	Final - FY 20-21 Maintenance Cost	Proposed - FY 21-22 Maintenance Cost
AMERICAN CHILLER CO.	\$ 75,000	\$ 75,000
AXON ENTERRISE INC.	\$ 4,900	\$ -
ZOOM IMAGING	\$ 67,634	\$ 53,116
Grand Total	\$ 147,534	\$ 128,116



STAFF RECOMMENDATION

- Consider approving payment of various equipment maintenance agreements for Fiscal Year 2021-22 with multiple equipment manufacturers for all City Departments, for an annual cost not to exceed \$528,233 and forwarding to Council for approval.



SOFTWARE MAINTENANCE FY 21-22

- TYPE OF SOFTWARE
- LIST OF MAINTENANCE AGREEMENT
- FUNDING SOURCES



Software Maintenance Support Agreements

- Hardware & Software applications are used by many City Departments
- Agreements are Managed & paid for through several City Funds
- IT has worked with all departments to bring one consolidated list for review and action by Council
- Requesting to authorize the City Manager to execute routine renewal agreements in Exhibit B
- All costs are included in the FY 21-22 budget requests



Summary of Total Estimated Costs by Fund

Fund	Under \$50,000	Over \$50,000	Total
Fund 0100 - General Fund	\$759,245	\$1,081,490	\$1,840,735
Fund 1133 - HUD Administration	\$28,380		\$28,380
Fund 1300 - Capital Improvement Support	\$4,395	\$103,714	\$108,108
Fund 1700 - Surface Transportation Fund	\$27,445		\$27,445
Fund 4000 - Parking Fund	\$7,480	\$22,000	\$29,480
Fund 4100 - Water Fund	\$207,451	\$177,100	\$384,551
Fund 4210 - Sewer Operations Fund	\$93,859	\$92,989	\$186,848
Fund 4480 - Storm Drainage Fund	\$5,825		\$5,825
Fund 4520 - Bus Service Fund – DAR		\$53,558	\$53,558
Fund 4540 - Bus Fixed Route Max Operations Fund	\$8,478	\$209,880	\$218,358
Fund 4700- Community Center Operations Fund	\$6,085		\$6,085
Fund 4890 - Compost Fund	\$1,760		\$1,760
Fund 5230 - Information Technology Fund	\$605,096	\$1,976,922	\$2,582,018
Fund 5310 - Insurance - Administration Fund	\$9,900		\$9,900
Fund 5330 - Insurance - Liability Insurance Fund	\$16,500		\$16,500
Fund 5400 - Fleet Management Fund	\$20,625		\$20,625
Fund 5409 - Fleet Management Fleet Replace Fund	\$41,150		\$41,150
Fund 5800 - P/R Building Services Fund	\$5,621		\$5,621
Totals	\$1,849,294	\$3,717,651	\$5,566,945



Fiscal Impact

- Funding is budgeted in FY 2021-22 operating budget of the Information Technology Fund, and other Departments' funds described in Exhibits A & B.



STAFF RECOMMENDATION

- Consider approving payment of various software / hardware maintenance agreements for Fiscal Year 2021-22 with multiple vendors for all City Departments, for an annual cost not to exceed \$5,566,945 and forwarding to Council for approval.



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