

STAFF REPORT
City of Lancaster

CC {{item.number}}
09/12/2023
JC

Date: September 12, 2023

To: Mayor Parris and City Council Members

From: George N. Harris II – Finance and IT Director
Viri Iguaran, Assistant Director – Finance
Joe Haggard, Assistant Director – Finance and IT

Subject: Finance and IT Annual Supply and Service Agreements FY2024

Recommendations:

1. City Council award contract renewals, not to exceed 2,730,100.00 dollars for the Annual Supply and Service Agreements to various vendors/suppliers for the FY2024 per the Adopted Budget approved on June 27, 2023.
2. Authorize the City Manager or his designee to sign all documents associated with the agreement.

Fiscal Impact:

Sufficient funds are available in the City Council appropriated amount for the FY2024 Finance and IT Operating Budget. See table for account numbers.

Background:

The Finance and IT Department has various supply and service agreements for annual operations and maintenance needs for FY2024. These annual supply agreements include desktop computers, laptops, and computer and server peripherals. Examples of service agreements include hardware and software maintenance, copier leases and maintenance, professional services, etc. The suppliers and service providers are vital to city staff's daily tasks and responsibilities to conduct their operations efficiently and fiscally responsibly throughout the fiscal year. The City realizes cost savings by utilizing annual agreements and cooperatively bid agreements via piggyback with fixed costs throughout the year. These fixed costs enable staff to take advantage of competitively bid prices in markets that fluctuate several times over a fiscal year and products with microchips that have tightly constrained supply chains. These agreements allow for optional renewal years based on satisfactory performance or have been cooperatively bid by other agencies such as CMAS (California Multiple Award Schedules), NASPO (National Association of State Procurement Officials, GSA (United States General Services Administration), Sourcewell

(Minnesota Service Cooperative), as well as others that are meeting the City of Lancaster's purchasing piggyback guidelines.

VENDOR	TYPE OF SERVICE	FY2024	FUNDING SOURCE
SHI	Desktops, laptops, servers, peripherals and Software	\$662,500	11218000.5360 11218000.5361 10130000.5710
Logicalis	Networking equipment and Services.	\$398,000	11218000.5360 11218000.5361 11218000.5710
Dell	Desktops, laptops, servers, peripherals and Software	\$145,000	11218000.5360 11218000.5361
Tyler Technologies	Software and Services	\$790,000	11218000.5361
ESRI	GIS Software and Services	\$185,000	11218100.5361
Accela	Software and Services	\$165,000	11218000.5361
Clifton Larson Allen LLP	Professional Services Audit Services	\$384,600	10119000.5710 10117100.5710

GH:vi:jh