

City of Dade City

AGENDA MEMO

To: Honorable Mayor and Members of the City Commission
From: William C. Poe, Jr., City Manager
Subject: Authorization to Enter into Negotiations for City Wide Computer Services
Date: January 16, 2009

It is requested that the City Commission consider the following information and recommendation(s):

BACKGROUND:

The City of Dade City currently uses Towne Computers, Inc. for city wide computer maintenance and service. In May 2009 the Commission was informed of staffs' intent to use the expertise of the Florida League of Cities staff in preparing a formal Request for Proposal (RFP) for city wide computer services.

ISSUES:

In 2001 the City began using Towne Computers, Inc. along with another company on an as-needed basis for computer services. In January 2003, when the other company withdrew their services from the City, the City began using Towne Computers, Inc. exclusively on an as-needed basis but without benefit of contract.

In October 2008 staff, along with staff from the Florida League of Cities completed the formal RFP process and ultimately received four (4) proposals for computer services. On January 7, 2008 the City's Selection Committee consisting of City Manager Billy Poe, City Clerk/Finance Director, Jim Class and City Attorney, Karla Owens met and ranked the four businesses in the following order:

- 1) Towne Computers, Inc.
- 2) InfoTech Design Solutions, Inc.
- 3) Computer Solutions Engineering, Inc., and
- 4) GRD Solutions

At this time staff is seeking Commission approval to enter into negotiations with Towne Computers, Inc. for a formal contract for computer maintenance and services. Should staff and Towne Computers, Inc. not be able to negotiate a contract amicable to both, then Staff request approval to enter into negotiations with the second company, etc.

ALTERNATIVES:

1. Authorize staff to enter into negotiations with Towne Computers, Inc., for city wide computer maintenance and service contract; or
2. Do not authorize the negotiation process; or

3. Direct staff to take other action.

RECOMMENDATION:

Staff recommends Alternative No. 1 above.

FUNDING:

Funds have been placed in the Fiscal Year 2008/2009 budget for computer services. It is not anticipated that any negotiated contract with any company will rise above the budgeted amount.