



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2016-0159

TO: Mayor and City Council Members

FROM: Bob Grace, Director Management Information Systems

DATE: May 2, 2016

SUBJECT: Blanket Purchase Order for Cloud Based Backup and Recovery Services

REQUEST:

City Council is requested to approve a blanket purchase order to Leonard Bros. Data Management, Inc., Ferndale, Michigan, for the purchase of contractual services for Cloud Based Backup and Recovery Services for three years in the amount not-to-exceed \$105,000.00.

REASON FOR PURCHASE:

Data backup and recovery is one of the most important services provided by the MIS department. The importance of protecting the various types of user data and application databases to allow for a recovery in the event of a system failure or more serious event cannot be underestimated.

Request for Proposals for Cloud Based Backup and Recovery Services was solicited utilizing the MITN system. Three (3) proposal responses were received and evaluated by a committee consisting of staff from the MIS Department. Leonard Bros. Data Management, Inc. was selected as providing the best value at the lowest anticipated price.

The blanket purchase order amount requested is expected to be somewhat lower, however it is difficult to anticipate what the actual yearly cost will be. Yearly cost is based the amount of data storage used which varies over time. Pricing is based on how much data the City protects. As technological advances are made and applications implemented within departments the storage needs increase. As a result, the anticipated cost could increase as well. In the same manner, if data storage needs decrease the costs would decrease as well.

PROCESS:

Vendor Name and Address:

Leonard Bros. Data Management Inc.
620 Woodward Heights
Ferndale, MI 48220

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

Three-Year blanket purchase order with option to renew for additional two years.

BUDGET:

Funding is included in the 2016 Adopted Budget and 2017-18 Projected Budget in the amount of \$35,000 per year.

| Fund Name | Department Account No | Account No. Description | 3-Year Budget Amount | 3-Year Cost | 3-Year Remaining Budget |
|------------------|------------------------------|--------------------------------|-----------------------------|--------------------|--------------------------------|
| MIS Fund | 636.807000 | Contractual Services | \$105,000 | \$105,000 | \$0 |

RECOMMENDATION:

It is recommended that the Rochester Hills City Council approve a blanket purchase order to Leonard Bros. Data Management, Inc., Ferndale, Michigan for the purchase of contractual services for Cloud Based Backup and Recovery Services for three years in the amount not-to-exceed \$105,000.00 and further authorizes the Mayor to execute a contract on behalf of the City.

| APPROVALS: | SIGNATURE | DATE |
|--------------------------------------------------|------------------|-------------|
| Department Review | | |
| Department Director | | |
| Budget Content: Finance Director | | |
| Purchasing Process: Supervisor of Procurement | | |
| Mayor | | |
| Deputy Clerk | | |