

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0579
Date: July 6, 2004
Prepared By: Vince Foisy, Supervisor of Communications
City File No: n/a

Meeting Date: July 14, 2004

PURPOSE:

The City's telephone system requires a maintenance contract for its Mitel SX2000 PBX System, Mitel Mail Voice Mail System, SDT and RSI Call Accounting Systems and related assistance in general telephone network issues.

DISCUSSION:

The City solicited request for proposals (RFPs) and conducted an evaluation of submissions. Suntel Services was selected because their proposal provided the lowest overall price in order to meet the City's telephone system maintenance needs. Suntel Services offers the quickest minimum response time for major failures and they were the vendor that built the existing system. The 3-year contract amount to be \$42,812.00, and an additional amount not to exceed \$15,000 for necessary work and/or changes that are not a part of the contract, for a total of \$57,812.00.

FISCAL INFORMATION:

Expenditure for a maintenance contract for the City's telephone system has been budgeted in the Facilities Fund FY 2004. Staffing and other elements of the budget will not be adversely affected. The expenditure will be covered by 2004 and proposed 2005, 2006 and 2007 budget years.

| Fund Name | Fund Account # | Description | Budget Amount | Cost | Remaining Budget |
|------------------|-----------------------|--------------------|------------------------------|-------------|-------------------------|
| Facilities Fund | 631 | 932000 | 2004 Actual \$15,000 | \$15,000 | -0- |
| Facilities Fund | 631 | 932000 | 2005 Proposed \$16,800 | | |
| Facilities Fund | 631 | 932000 | 2006 Proposed \$----- | | |
| Facilities Fund | 631 | 932000 | 2007 Proposed \$----- | | |

Vendor Name and Address:

Suntel Services, 3949 Hamlin West, Rochester Hills, MI 48309

Reason for Selection:

Lowest responsive, responsible proposal submitted.

Method of Purchase:

3-year blanket purchase order, with an option to renew for two additional 1-year periods.

RECOMMENDATION:

Recommend that a 3-year blanket purchase order be awarded to Suntel Services of Rochester Hills, for a maintenance contract of the City's telephone system, for its Mitel SX2000 PBX System, Mitel Mail Voice Mail System, SDT and RSI Call Accounting Systems and related assistance in general telephone network issues, in the not-to-exceed amount of \$57,812.00, with an option to renew for two additional 1-year periods.

ATTACHMENTS:

Request for Proposal worksheet.

Department Authorization: Roger Rouse

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA