



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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Legislative File No: 2011-0219

TO: Mayor and City Council Members
FROM: Bob Grace, MIS, 248-841-2475
DATE: April 4, 2011
SUBJECT: Blanket Purchase Order for Cloud Based Backup and Recovery Services

REQUEST:

City Council is requested to approve a blanket purchase order to Docustore Data Management, Dearborn, Michigan, for the purchase of contractual services for Cloud Based Backup and Recovery Services for three years with an option to renew for two additional years at a yearly price of \$45,000 for a not-to-exceed total of \$135,000.00.

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. In an effort to increase the security and effectiveness and to reduce the cost of providing this service, Request for Proposals for Cloud Based Backup and Recovery Services were solicited and opened on March 17, 2011. Docustore Data Management was selected as providing the best services at the lowest anticipated price. Docustore is also a Michigan based company.

The yearly amount noted above is expected to be somewhat lower, however we have included a buffer to account for possible disaster recovery assistance, if needed and growth of data which is difficult to estimate.

This project is a new approach to data protection for the city. It will allow MIS to provide a more secure method of protecting our data. Our existing backup system is more than five years old and in need of replacement. This project will allow us to improve our data protection services while avoiding a large capital purchase along with the hardware and software maintenance costs associated with it.

This project coincides with a network upgrade project that will also take place this year. It is necessary to have the new backup system in place prior to the balance of the project moving forward.

PROCESS:

Vendor Name and Address:

Docustore Data Management
6620 Lonyo Ave.
Dearborn, MI 48126

Reason for Selection:

Best combination of value and price.

Method of Purchase:

Contract/3-year blanket purchase order with option to renew for an additional two years.

BUDGET:

This service will be paid with funds accounted for in the 2011 budget for backup services.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.807	Contractual Services	80,880	45,000	35,880

RECOMMENDATION:

It is recommended that the Rochester Hills City Council approve a blanket purchase order to Docustore Data Management, Dearborn, Michigan, for the purchase of contractual services for Cloud Based Backup and Recovery Services for three years with an option to renew for two additional years at a yearly price of \$45,000 for a not-to-exceed total of \$135,000.00.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		