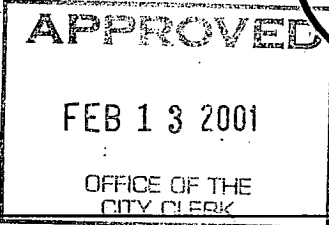




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DEPARTMENT OF
ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

February 1, 2001

PS:Admin:00-8:RBH:DK:bd

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-5699

PH 916-433-6240
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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1835 FOR KEY DATA ENTRY SERVICES IN AN AMOUNT NOT TO EXCEED \$275,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No.1835 for Key Data Entry Services. Award is recommended to Technical Data Systems, Inc., 11297 Coloma Road, Gold River, CA 95670, in a total amount not to exceed \$275,000.00.

CONTACT PERSONS: Robert Badgley, Computer Services Manager, 264-5766
Dennis Kerhulas, Senior Buyer, 433-6242

FOR COUNCIL MEETING: February 13, 2001.

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing key data entry services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No. 1835 for Key Data Entry Services.

BACKGROUND:

The Administrative Services Department, Information Technology Division, provides contract administration for Key Data Entry Services and coordinates these services for various City departments. The contractor receives various hard copy forms from the City, such as the City's payroll time sheets, business operations tax certificate data, and traffic accident reports as supplied by the departments. The information on the various forms is "keyed" by the contractor to allow it to be electronically transferred into the City computer systems data bases.

The lowest responsible bid represents a twenty-two percent increase for key data entry services over the pricing under the current contract. With the new contract, prices will be fixed for the first two years. In years three through five, pricing could be adjusted if requested by the vendor and approved by the City. The volume of

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information processed affects the actual total costs incurred over the course of a year. The new contract also allows for new services to be added, in which case total expenditures could increase.

Staff recommends that the contract be awarded to Technical Data Systems, Inc., 11297 Coloma Road, Gold River, CA 95670. Theirs was the lowest responsible bid received, as shown in the attached bid tabulation sheet (Attachment 1). Because the bid total of \$229,473.50 represents estimated quantities of work selected for bid evaluation purposes only, staff recommends that the City Council authorize a contract in a total amount not to exceed \$275,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential five year contract.

FINANCIAL CONSIDERATIONS:

Sufficient funds are available in the Technology Division's FY00/01 budget for the portion of these services that will be incurred in the current fiscal year (101-130-1331-4253). However, the FY01/02 budget submittal for key data entry services will request an increase of 22% to cover the increased cost of these necessary services.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

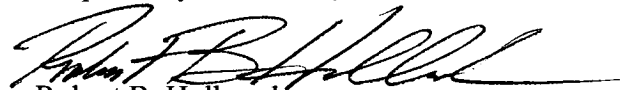
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.

ESBD CONSIDERATIONS:

Requests for bid were sent to six vendors, three of which were identified as Small Business Enterprises. Of the two responses received, both were from E/SBE firms. Technical Data Systems, Inc., the vendor recommended for award, is an E/SBE firm.

Respectfully Submitted,



Robert B. Holbrook

Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS

City Manager

1 Attachment

**BID TABULATION FOR
BID No. 1835 - KEY DATA ENTRY SERVICES**

Bidder	Amount Bid	5% E/SBE Preference	Prompt Payment Discount	Bid Evaluation Total
Technical Data Systems, Inc.	\$229,473.50	Yes <\$11,473.68>	No	<u>\$217,999.83</u>
Assured Processing Services	\$603,256.60	Yes <\$30,162.83>	No	\$573,093.77

Award of Contract To: Technical Data Systems, Inc.
11297 Coloma Road
Gold River, CA 95670

Total Bid Amount: \$229,473.50

Original Estimated Cost: \$220,000.00

Using Department: Administrative Services Department

Total Amount of Contract: \$275,000.00⁽¹⁾

Bid Due Date: January 17, 2001

⁽¹⁾ Because the bid total of \$229,473.50 represents items and quantities for bid evaluation purposes only, staff recommends that the City Council authorize a contract in a total amount not to exceed \$275,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential five year contract.

Total No. of Bids Solicited

6

No. of E/SBE Bids Solicited

2

No. of E/SBE Responses

2

Award to E/SBE Vendor

Yes

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