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DEPARTMENT OF  
GENERAL SERVICES  
OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA  
June 30, 1992  
PS:Admin:FM:DK:bd

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

916-449-5548  
FAX 916-399-0265

DIVISIONS:  
COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

City Council  
Sacramento, California

Honorable Members In Session:

**SUBJECT: RECOMMENDATION FOR AWARD OF BID NO. 1558, KEY DATA  
ENTRY SERVICES, IN A TOTAL AMOUNT OF \$118,000.00**

LOCATION AND COUNCIL DISTRICT

City-wide - All Districts

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with specifications adopted by the City Council and recommendation of bid award for the following:

Key Data Entry Services to be used by the Data Management Department

RECOMMENDATION

It is recommended that, in the City's best interest, the City Council accept the lowest responsible bid submitted per Chapter 57 of the Sacramento City Code, as follows:

<u>Bid</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
1558 - Key Data Entry Services (Attachment #1)	Optimum Data 10378 Rockingham Drive Sacramento, CA 95827	All	\$118,000.00*

\*The lowest responsible bid amount of \$90,601.05 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$118,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 4 year contract.



BACKGROUND

Specifications were adopted by the City Council on April 28, 1992 and bids were called for by the City Clerk on June 10, 1992.

FINANCIAL CONSIDERATIONS

Funds will be coming from the Data Management Department's budget for Data Processing Services as budgeted and approved by Council each fiscal year.

POLICY CONSIDERATIONS

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 57 of the Sacramento City Code.

MBE/WBE

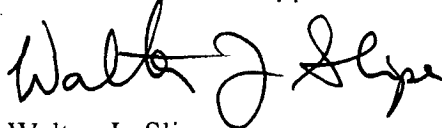
Requests for bid were sent to eight vendors, five of whom are Minority or Woman Owned Businesses. Two responses were received from M/WBE vendors, however, recommendation for award is not being made to a Minority or Woman Owned Business firm.

Respectfully Submitted,



Frank Mugartegui  
Director of General Services

Recommendation Approved:



Walter J. Slipe  
City Manager

1 Attachment

Contact For More Information:

Dennis Kerhulas, Senior Buyer, 433-6240

**BID TABULATION SHEET FOR  
BID NO. 1558 - KEY DATA ENTRY SERVICES**

<u>Bidder</u>	<u>All Items Total</u>	<u>Payment Discount</u>	<u>City Tax Preference</u>	<u>Programming Current Jobs Total</u>	<u>Programming New Jobs Cost/Hour</u>
Optimum Data Systems	<u>\$ 90,601.05</u>	No	No	-0-	\$30.76
J & S Key punch Services	\$124,463.05	No	No	\$ 500.00	\$25.00
Assured Processing Services	\$111,105.96	No	No	\$1,200.00	\$25.00

Total Award of Contract To: Optimum Data Systems  
 10378 Rockingham Drive  
 Sacramento, CA 95827

Original Estimated Cost: \$118,000.00

Bid Amount: \$90,601.05

Total Amount of Contract: \$118,000.00\*

Using Department: Data Management Department

Due Date: June 10, 1992

\*The lowest responsible bid amount of \$90,601.05 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$118,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 4 year contract.

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
8	5	2	No

12-Jun-92

## KEY DATA ENTRY BID NO. 1558

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## BID TABULATION

ITEM NO	JOB ID/DESCRIPTION	ASSURED			J & S		OPTIMUM	
		AVG MONTH VOLUME	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
1.	PCSTAPS Utility Customer Info. Sys.	16,463	0.230	3,786.49	0.090	1,481.67	0.070	1,152.41
2.	PPDA1000 Police Daily Alarm	482	0.295	142.19	0.120	57.84	0.390	187.98
3.	PBND1000 1915 Bond Series Amortization	189	0.240	45.36	0.120	22.68	0.292	55.19
4.	PBND1305 1915 Bond Weekly/Paid in Full/Bill Receipts and Deliquent	218	0.106	23.11	0.120	26.16	0.129	28.12
5.	PBND8005 New 1911 Bond Series Amortization/ Reassessments	12	0.350	4.20	0.120	1.44	0.292	3.50
6.	PBND8150 1911 Bond Weekly Receipt Process	107	0.077	8.24	0.120	12.84	0.093	9.95
7.	PBND8160 1911 Bond Wkly Payoff Process	89	0.095	8.46	0.120	10.68	0.116	10.32
8.	PTAR1800 Traffic Geographical Accident Extract	144	0.058	8.35	0.120	17.28	0.070	10.08
9.	PTAR2100 Weekly Citation Process	3,351	0.145	485.90	0.120	402.12	0.075	251.33

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		AVG MONTH VOLUME	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
10.	PTAR3400 Traffic -- Volume Survey	78	0.090	7.02	0.120	9.36	0.106	8.27
11.	PTAR5000 Weekly Traffic Accident Processing	2,289	0.195	446.36	0.120	274.68	0.234	535.63
12.	PTAR5010 Parking -- Daily Auto Inventory	671	0.070	46.97	0.120	80.52	0.087	58.38
13.	PBUS2000 Daily Business License/Business Tax Receipts Update	1,651	0.140	231.14	0.120	198.12	0.175	288.92
14.	PBUS6000 Daily Business License/Rental Tax Receipts Update	383	0.055	21.07	0.120	45.96	0.070	26.81
15.	PWKC1000 Weekly Workers' Comp. Voucher Upd	390	0.880	343.20	0.120	46.80	1.076	419.64
16.	PWKC2000 Weekly Workers' Comp. Voucher Upd	1,268	0.255	323.34	0.120	152.16	0.316	400.69
17.	PPAY0010 Weekly City Payroll Edit Update/ Warrant Print	47,242	0.060	2,834.52	0.150	7,086.30	0.074	3,495.91
18.	PPAY3000 Bi-Weekly Payroll CHIMS Update	122	0.144	17.57	0.120	14.64	0.175	21.35

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		AVG MONTH VOLUME	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
19.	PPAY4000 Weekly City Payroll Labor Update	148	0.085	12.58	0.120	17.76	0.106	15.69
20.	PPAY5015 Weekly City Payroll Labor Adjustment Update	531	0.145	77.00	0.120	63.72	0.175	92.93
21.	PPAY6010 Fire Fighters Holiday Credit Payoff	4	0.130	0.52	0.120	0.48	0.152	0.61
22.	PPAY7000 Salary Schedule by Classification	58	0.055	3.19	0.120	6.96	0.115	6.67
23.	PPAY7252 CHIMS Record Creation With Adjust	14	0.105	1.47	0.120	1.68	0.129	1.81
24.	PPAY7262 Prior Year CHIMS Record Creation With Adjustments	1	0.055	0.06	0.120	0.12	0.129	0.13
25.	PPAY7340 Retirement System Deletes Update	109	0.115	12.54	0.120	13.08	0.140	15.26
26.	PPAY7650 Table File Maintenance	30	0.045	1.35	0.120	3.60	0.059	1.77
27.	PPAY8220 Dismissed For Cause	2	0.190	0.38	0.120	0.24	0.234	0.47

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		AVG MONTH VOLUME	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
28.	PALS1200 Animal License Edit/Update	1,076	0.195	209.82	0.120	129.12	0.240	258.24
29.	PPAR0200 Parcel System-Week End Trans History Split	31	0.135	4.19	0.120	3.72	0.164	5.08
30.	PABS4000 Budget Selected Employee Services Projection	10	0.095	0.95	0.120	1.20	0.116	1.16
31.	PEMS0200 Energy Management System	889	0.090	80.01	0.120	106.68	0.116	103.12
32.	PFAS0090 Asset Data/Fixed Assets	110	0.210	23.10	0.120	13.20	0.258	28.38
33.	PFAS0090 Asset Data/Fixed Assets	110	0.070	7.70	0.120	13.20	0.087	9.57
34.	PEXP0110/PEXP0112/PEXP0114 Chart of Accounts/Current Yr/New Yr	106	0.075	7.95	0.120	12.72	0.050	5.30
35.	PPAY4200 Budget Authorized Positions Master File Update	44	0.115	5.06	0.120	5.28	0.140	6.16



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		AVG MONTH VOLUME	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
36.	PPAY7344 Load Cade Tape For Retirement Adjustments (Prior Year)	2	0.055	0.11	0.120	0.24	0.140	0.28
37.	PBND8010 1911 Bonds Amortization Process	0	0.060	0.02	0.120	0.03	0.070	0.02
38.	PPAY6415 Salary Survey	23	0.115	2.65	0.120	2.76	0.140	3.22
39.	PABS8200 Frozen Budget Authorized Positions Master File Update	95	0.105	9.98	0.120	11.40	0.129	12.26
40.	PBND1105 1915 Bonds Change Process	179	0.075	13.43	0.120	21.48	0.093	16.65
41.	PPAY7240 Maintain Daily Pay History File	17	0.075	1.28	0.120	2.04	0.050	0.85
Corrected for math errors:								
MONTHLY TOTAL				9,258.77		10,371.96		7,550.09
ANNUAL TOTAL				111,105.26		124,463.52		90,601.05
Bid totals as originally submitted:								
MONTHLY TOTAL				9,258.83		10,371.96		7,551.85
ANNUAL TOTAL				111,105.96		124,463.52		90,622.20
MINIMUM CHARGE						0.00		

ITEM NO	JOB ID/DESCRIPTION	AVG MONTH VOLUME	ASSURED		J & S		OPTIMUM	
			COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL	COST PER RECORD	EXTENDED UNIT TOTAL
	PROGRAMMING - CURRENT JOBS (TOTAL \$)			1,200.00		500.00		0.00
	PROGRAMMING - NEW JOBS (\$/HOUR)			25.00		25.00		30.76