

DEPARTMENT OF  
ADMINISTRATIVE SERVICES

SALLY W. NAGY  
CHIEF INFORMATION OFFICER

CITY OF SACRAMENTO  
CALIFORNIA

August 14, 2001

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City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: CONTRACT AMENDMENT TO CITY MANAGER AGREEMENT  
NUMBER 99-235 WITH SPECIAL ORDER SYSTEMS INC. (SOS) FOR  
ON-SITE TECHNICAL SUPPORT SERVICES.**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

This report recommends that the City Council approve a contract amendment to City Manager Agreement Number 99-235 with Special Order Systems Inc. (SOS) for on-site technical support services-at-a-cost-not-to-exceed \$40,000.

**CONTACT PERSON:** Sally W. Nagy, Chief Information Officer, 264-8600

**FOR COUNCIL MEETING OF:** August 28, 2001

**SUMMARY:**

This report recommends that the City Council approve a contract amendment to City Manager Agreement Number 99-235 with Special Order Systems Inc. (SOS) for continuation of on-site technical support services through June 30, 2002 at a cost not-to-exceed \$40,000 bringing total compensation for this vendor for similar services to \$388,520.

City Council

Re: Contract Amendment with Special Order Systems Inc.

Page 2

**BACKGROUND:**

- In September 1998, the City of Sacramento entered into a one-year agreement with SOS for provision of desktop computer support services for the Mayor and Council Offices. This agreement was for \$43,680.
- On May 5, 1999, the Technology Division of Administrative Services Department entered into an agreement with SOS for provision of year 2000 support and staff augmentation for related desktop and network projects. The agreement was for \$79,840.
- On September 14, 1999, these two related efforts were consolidated into one contract with SOS and the amount increased by \$150,000.
- On September 5, 2000, Addendum No. 2 was executed to increase the contract by \$25,000 to provide on-going services to the Mayor and Council Offices bringing the total compensation for this vendor to \$298,520.
- On March 27, 2001, the City Council approved Addendum No. 3, which increased the contract by \$25,000 to provide on-going services to the Mayor and Council Offices bringing the total compensation for this vendor to \$323,520.
- On May 2, 2001, the City Council approved Addendum No. 4, which increased the contract by \$25,000 to provide similar services to the Planning and Building Department while they recruited for in-house technical support bringing the total compensation for this vendor to \$348,520.
- This increase of \$40,000 will allow for continued on-site technical support for the Mayor and Council Offices through June 20, 2002. It will also allow SOS technical staff to cross-train Planning and Building's newly hired in-house technical support staff in order to achieve a smooth transition of duties.

**FINANCIAL CONSIDERATIONS:**

The Mayor and Council Offices support will be funded from the ASD-Information Technology Division's existing operating budget. The remainder will be funded from Planning and Building Department's existing operating budget. No additional funding is requested.

City Council  
Re: Contract Amendment with Special Order Systems Inc.  
Page 3

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, which are not made from purposes of a public work construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 153778(b)(3).

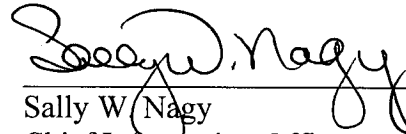
**POLICY CONSIDERATIONS:**

The requested action is consistent with existing policy concerning consultant services and Chapter 3.64 of Sacramento City Code.


**ESBD CONSIDERATIONS:**

Special Orders Systems Inc. (SOS) is certified by the Office of Emerging and Small Business Development (ESBD) as a small business firm.

Respectfully submitted,

  
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Sally W. Nagy  
Chief Information Officer

RECOMMENDATION APPROVED:

  
\_\_\_\_\_  
Robert P. Thomas  
City Manager

**APPROVED**  
AUG 28 2001  
OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 2001-591**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING APPROVAL OF  
SUPPLEMENTAL AGREEMENT NO. 5 TO CITY  
MANAGER AGREEMENT NUMBER 99-235 WITH  
SPECIAL ORDER SYSTEMS INC. (SOS) FOR ON-SITE  
TECHNICAL SUPPORT SERVICES BRINGING  
VENDOR'S TOTAL COMPENSATION TO \$388,520.**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

The City Manager and City Clerk are hereby authorized to execute Supplemental Agreement No. 5 to City Manager Agreement No. 99-235 with Special Order Systems Inc. (SOS) in the amount of \$40,000 for on-site technical support bringing the total compensation to this vendor to \$388,520.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_