



APPROVED  
BY THE CITY COUNCIL

SEP 21 1999

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CITY CLERK

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DEPARTMENT OF  
ADMINISTRATIVE SERVICES

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September 14, 1999

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** INCREASE AMOUNT OF CONTRACT WITH SPECIAL ORDER SYSTEMS,  
INC. (SOS) FROM \$79,840 ~~to~~ <sup>By</sup> \$150,000.

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to increase City Manager Agreement No. 99-235 from \$79,840 ~~to~~ <sup>By</sup> \$150,000 for technical support for desktop computers, network servers and other related support through June 30, 2000.

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

**FOR COUNCIL MEETING OF:** September 21, 1999

**SUMMARY:**

This report request authorization to increase City Manger Agreement No. 99-235 from \$79,840 to a total of <sup>229,840</sup> ~~\$150,000~~. The contract was originally awarded May 5, 1999 to Special Order Systems, Inc. (SOS). The contract will provide for on-site technical support for desktop computers, network servers and other related support through June 30, 2000.

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**BACKGROUND:**

- In September 1998, the Mayor's Office entered into a one-year agreement with Special Order Systems, Inc. (SOS) for provision of desktop computer support for the Mayor and Council offices. This agreement was for \$43,680.00.
- On May 5, 1999, City Manager Agreement No. 99-235 with Special Order Systems Inc. (SOS) was entered into by the Technology Division of Administrative Services Department for year 2000 related desktop support and staff augmentation for desktop and network projects. The agreement was for \$79,840.00.
- Staff recommends authorization to consolidate these two related efforts into one contract with Special Order Systems Inc. (SOS).
- Services will include on-going technical support to the Mayor and Council Offices; the Treasurer's Office and other related needs under the direction of the Technology Division of Administrative Services Department.
- The period will extend through June 30, 2000.

**FINANCIAL CONSIDERATIONS:**

This contract will be funded from the Technology division's existing budget. No additional funding is requested.

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or material 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), 153778(b)(3).

**POLICY CONSIDERATIONS:**

The recommendations in this report are consistent with existing policy concerning consultant services and with the requirements of Title 59 of the Sacramento City Code.

City Council

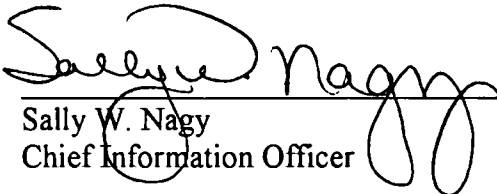
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**ESBD CONSIDERATIONS:**

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

Respectfully submitted,

  
Sally W. Nagy  
Chief Information Officer

**RECOMMENDATION APPROVED:**

  
Robert P. Thomas  
City Manager