

# Agenda Report

**TO: CITY COUNCIL**

**DATE: May 3, 2004**

**FROM: CITY MANAGER**

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH INNERVISION TECHNOLOGY RELOCATION COMPANY FOR TECHNOLOGY RELOCATION SERVICES IN THE AMOUNT OF \$48,443.00.**

**RECOMMENDATION:**

It is recommended that the City Council authorize the City Manager to enter into a contract with InnerVision Technology Relocation Company for technology relocation services, not to exceed the amount of \$48,443.00; which includes \$42,143.00 for the base scope of services and \$6,300.00 for any additional services the City may request.

**BACKGROUND:**

On September 30, 2002 the City Council approved a project implementation plan for the seismic retrofit of City Hall. The renovation will require departments with office facilities in City Hall to be temporarily moved to offsite leased buildings, city-owned and modular office facilities starting in May of 2004. Approximately 375 employees will be re-occupying City Hall upon the completion of building renovations expected in June of 2007. The City's data center and the staff of the Information Technology Services Division (ITSD) will remain in leased facilities after the completion of City Hall renovations in 2007.

The relocation of technology is required as part of the move-out from City Hall. All computer equipment must be disconnected, moved to the appropriate interim locations, reconnected and tested. This effort includes equipment in the ITSD data center as well as the computer equipment for all departmental staff. PlanNet Consulting on the City's behalf has already conducted an inventory of the City's computer equipment and this information was used to determine the scope of services for the Technology Relocation RFP.

Staff prepared and distributed a Request for Proposal (RFP) for Technology Relocation services in April 2004. This document's scope of work addressed the disconnection and reconnection of desktop computers, servers, printers, FAXes, modems and other miscellaneous equipment at City Hall and all of the interim locations. Actual physical relocation of the equipment will be handled by the moving company selected by the City of Pasadena for the overall move.

The City received two responses to the RFP. A panel consisting of staff members from ITSD, PlanNet Consulting and the City Hall Seismic Retrofit Project reviewed the proposals. After each panel member scored the proposals, ratings were averaged to arrive at the final score for each proposal. It was the panel's decision to select InnerVision Technology Relocation Company as the firm best able to meet the City's needs.

Proposals were scored based on: Proposed approach to accomplishing the work; company qualifications and experience; local business preference; and price. The proposers and their scores appear below. Detail of the assigned ratings is provided in Attachment 1.

<b>Proposer</b>	<b>Total Score (out of 100)</b>
InnerVision Technology Relocation Co.	77.4
Turner Techtronics, Inc.	66.4

The proposed contract is in the amount of \$48,443.00. The contract cost includes: \$27,758.00 for technology relocation, \$14,385.00 for technical support and \$6,300.00 for any additional services the City may request.

InnerVision Technology Relocation Company, based in Long Beach, CA, specializes in the relocation of core network and server environments and desktop installations. InnerVision proposes to use S&L International, Inc., a Pasadena-based company, as a subcontractor for this project.

The contract to provide these technology relocation services fully complies with the Competitive Bidding and Purchasing Ordinance.


**FISCAL IMPACT:**

Sufficient funds are available in the City Hall Retrofit account 301-767100-71904.

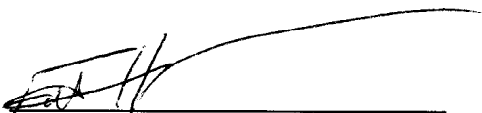
Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager

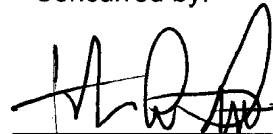
Prepared by:

  
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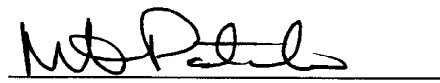
Reviewed by:

  
Foster Hildreth  
City Hall Seismic Retrofit Project Manager  
Public Works Department

Concurred by:

  
John R. Pratt  
Chief Information Technology Officer  
ITSD, Finance Department

Approved by:

  
Martin Pastucha  
Director  
Public Works Department