

# Agenda Report

June 1, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH IMPEX TECHNOLOGIES, INC. FOR POLICE DEPARTMENT COMPUTER SERVER AND STORAGE INFRASTRUCTURE LIFECYCLE HARDWARE REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$374,140**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3);
2. Accept the bid dated May, 12th, 2020 submitted by Impex Technologies, Inc. in response to specifications for Police Department Infrastructure Lifecycle Replacement; ii) reject all other bids received; and iii) authorize the issuance of a purchase order contract for an amount not to exceed \$374,140, which includes the base contract amount of \$340,127 and a contingency of \$34,013 for any necessary change orders.

## **BACKGROUND:**

The Department of Information Technology (DoIT) is responsible for citywide information technology operations and support services of the computer server systems including those serving the City's Police Department. These server and storage systems aid the Police Department with responding to public safety needs. They integrate with other law enforcement systems, enable mobile access to centralized police information, provide records management, support crime analysis, track and manage evidence, provide internal affairs tracking, training regimens, and other critical functions required for our Police Department to ensure public safety.

The current Police Department infrastructure hosting these critical systems was implemented in February of 2010, and as such, is now over ten years old. As part of DoIT's standard hardware lifecycle replacement policy, new hardware is necessary to

replace aging equipment to maintain optimum performance levels with the ability to expand for future systems and services.

With assistance from purchasing staff in the Finance Department, staff prepared and published a bid specification on April 29, 2020 and in accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. The bid specification included the make and model of the server and storage hardware, and necessary services of qualified contractors to install and configure it as well. Responsive proposals included all of the applicable hardware, software, licensing, warranties, connectivity components and other materials associated with providing these systems, as well as any labor for implementing the solutions.

A total of 34 vendors reviewed the bid specification online, 30 subsequently downloaded it, including one vendor from Pasadena. Two bids were received, one of which was responsive. Following advertising, responsive bids received on May 19, 2020, are as follows:

Vendor	Location	Amount
1. Impex Technologies, Inc.	El Segundo, CA	\$340,127.33

Staff recommends that Impex Technologies, Inc. be awarded the contract for this project, as they are the lowest responsive and responsible bidder. Impex is a technology value added reseller (VAR) that bundles hardware with value-added services such as setup, installation of software programs, and training services. They are both the largest reseller in the Los Angeles region of the server and storage hardware requested in the bid specifications and they are the only top-tier certified vendor in the region with the skills to deliver the necessary services to install and configure the equipment. Impex's reputation with the manufacturer and competitors along with deeper price discounts they receive based on volume of sales for their products and services that they can pass along to customers explains why the City received only one bid.

A purchase order contract in an amount not to exceed \$374,140 will be set up as follows:

Base Bid	\$340,127.33
Contingency Allowance (10%)	\$34,012.67
Total Not-to-Exceed Amount	\$374,140.00

In the current fiscal year, Impex Technologies, Inc. has provided services and materials to the City totaling over \$38,776 for various IT hardware equipment, licenses, and professional services.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract with Impex Technologies, Inc. promotes the City Council's three-year goal to improve, maintain and enhance public facilities and infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

**ENVIRONMENTAL ANALYSIS:**

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical changes.

**FISCAL IMPACT:**

The total cost of the proposed action will be \$374,140. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the DoIT Equipment Lifecycle Replacement FY2020 – FY2024 Capital Improvement Program Project (71165). It is anticipated that the entire amount will be spent during the current fiscal year.

Respectfully submitted,



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PHILLIP LECLAIR  
Chief Information Officer  
Department of Information Technology

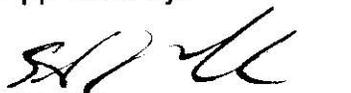
Prepared by:



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Approved by:



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STEVE MERMELL  
City Manager