

Subject: Authorize the City Manager to execute a contract with Tekmate LLC to provide technical support for all City departments

Agenda of: **September 5, 2013**

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes X No _____ Funds Available: Yes _____ No _____

Other Attachment(s): None

Summary Statement.

The purpose of this Action Memorandum is to authorize the City Manager to contract with Tekmate LLC for technical support for all City of Dillingham departments. Their contract expired on July 31, 2013. At the June 27, 2013 Council meeting, the Council approved extending their contract on a month-to-month basis while the City advertised for a RFP. The City was hoping to have a recommendation for a contract to be effective in September.

Two IT firms submitted a bid. Both firms were contacted with an additional list of technical questions. Tekmate was the only firm that returned a response, and they met the specifications of the bid requirements. The City and Tekmate will enter into a term contract starting with the date of Council approval through June 30, 2015.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 27, 2013.



SEAL:

ATTEST:

Alice Ruby
Alice Ruby, Mayor

Janice Williams
Janice Williams, City Clerk

City of Dillingham
Fiscal Note

Agenda Date September 5, 2013

Request: _____

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$ 42,588.00		FUNDING SOURCE General Fund: IT Contract	
FROM ACCOUNT		Project	
1000 7940 20 29 0000 00 PS IT Support	\$ 20,000.00	Citywide IT Support Contract	
1000 7940 10 17 0000 0 Non-Dept IT	\$ 22,588.00		
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date: 1/10/2013	

EXPENDITURES

OPERATING	FY14	FY15	FY16	FY17
Personnel				
Fringe Benefits				
Computer Support	\$42,588.00	39,312.00	39,312.00	
Equipment				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 42,588.00	\$ 39,312.00	\$ 39,312.00	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General Fund	\$ 42,588.00	\$ 39,312.00	\$ 39,312.00	
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 42,588.00	\$ 39,312.00	\$ 39,312.00	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Action Memorandum 2013-25

PREPARED BY: Carol Shade

September 5, 2013

DEPARTMENT: Finance Department

September 5, 2013