



City of Rialto

Legislation Text

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For City Council Meeting [September 10, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Sean Grayson, Acting Public Works Director

Request City Council to Approve the Issuance of a Purchase Order to Avaya, Inc. for Telephone Switching Post Warranty Maintenance Service and General Repairs in the Total Amount of \$30,000 for the 2019/2020 Fiscal Year.

BACKGROUND

In 1997, the City of Rialto and Avaya Inc. entered into a contract for maintenance and service on the switches, hubs, routers and software for the City's telephone system. The contract was originally set for a 48-month period. In 2001, Council approved a Master Agreement with Avaya. A copy of the Master Agreement has been included as **Attachment 1**.

The warranty for the City's phone system expired in 2002. Since then, the City has utilized Avaya's post warranty service to ensure any necessary repair assistance is available for the programming software in use for the telephone switching service and for the switches, hubs and routers utilized in the City's system.

ANALYSIS/DISCUSSION

Since August 6, 2002, Purchase Orders have been issued for the telephone switching post warranty maintenance service and general repairs. Costs for FY20 Fiscal Year are expected to remain at the FY19 levels. Actual costs expended are included in the table below and are based upon telephone switching post warranty maintenance service and general repairs with differences predominately as a result of a varying level of repairs needed to maintain the system operation.

Vendor	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Avaya	\$31,000.00	\$32,862.36	\$42,739.68	\$26,975.52	\$29,006.90
Total	\$31,000.00	\$32,862.36	\$42,739.68	\$30,000.00	\$30,000.00

The City's Information Technology/Purchasing Division continues to develop a Request for Proposals (RFP) for a Voice Over Internet Protocol (VOIP) system to replace the aging existing landline system which may reduce service and repairs expenses for the legacy system in future year. This is separate from but complementary to the IT equipment and switch replacement requested in a separate action on September 10, 2019.

A copy of the Disclosure Form has been included as **Attachment 2**.

ENVIRONMENTAL IMPACT

The request is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT

Funding is budgeted and available in the Facility Maintenance Fund Account No. 770-500-7302-2001 in the amount of \$30,000.

Operating Budget Impact:

There is no operating budget impact beyond the maintenance contract amount.

Capital Improvement Budget Impact:

There is no impact to the Capitol Improvement Budget as this Purchase Order is for maintenance.

Licensing

A Business License application and payment of a Business License tax at the Professional Service rate in the amount of \$104.00 will be paid by the vendor prior to execution of the Professional Service Agreement/Construction Contract/Purchase Order.

RECOMMENDATION

Staff recommends that City Council Approve the Issuance of a Purchase Order to Avaya, Inc. for Telephone Switching Post Warranty Maintenance Service and General Repairs in the Total Amount of \$30,000 for the 2019/2020 Fiscal Year.