

ABM for Contract #2022019

AGENDA DATE:

January 10, 2022 – Finance and Personnel

January 18, 2022 – Common Council

SUBJECT: Communication sponsored by Alder Taft, requesting permission to award Contract #2022019 - 2021 – Conference Room and Misc. Office Equipment Installation and Maintenance to ClearCom.

PREPARED BY: Adele Edwards, Chief Information Officer

SUMMARY: The Management Information Services Department is requesting authorization to award Contract #2022019 – Conference Room and Misc. Office Equipment Installation and Maintenance to ClearCom.

PROJECT BACKGROUND & ANALYSIS: On November 10, 2021 by 10:00am (local Time), the Management Information System (MIS) received bids for Contract #2022019 – Conference Room and Misc. Office Equipment Installation and Maintenance and submits same for your approval. The following bid was received:

<u>Contractor</u>	<u>Hourly Business Hour Rate</u>	<u>Hourly Non-business Hour Rate</u>
ClearCom	\$72.00	\$95.00

This bid is to enable the MIS department to have an already approved contractor on contract to support the conference room and miscellaneous office equipment installation and maintenance needs within the city. For large, complex jobs, the MIS department still has the ability to complete an RFP.

It is recommended that this contract be awarded to ClearCom. The Hourly Business Hour Rate for the contracts would be \$72.00, and the Hourly Non-business Hour Rate for the contracts would be \$95.00.

RECOMMENDED ACTION: The Mayor and City Clerk be authorized to execute and sign the contact with ClearCom to provide Conference Room and Misc. Office Equipment Installation and Maintenance.

FISCAL NOTE: Funding for this work is budgeted in 2022 under 70113-52100.