



**PURCHASING ITEM
FOR
COUNCIL AGENDA
CS09-132**

1. Agenda Item Number:

35

2. Council Meeting Date:
January 8, 2009

TO: MAYOR & COUNCIL

3. Date Prepared: November 17, 2008

THROUGH: CITY MANAGER

4. Requesting Department: Community Services

5. SUBJECT: Award purchase and installation of a new voice mail system utilizing the City's purchasing agreement No. CS8-915-2526 with Design Business Communications, Inc., dba American Telephone in an amount not to exceed \$97,049.

6. RECOMMENDATION: Recommend awarding the purchase and installation of a new voice mail system utilizing the City's purchasing agreement No. CS8-915-2526 with Design Business Communications, Inc., dba American Telephone in an amount not to exceed \$97,049.

7. HISTORICAL BACKGROUND/DISCUSSION: The City's current voice-mail system, from Mitel, Inc., was last upgraded in November of 2002. Within the last year, Mitel, Inc. announced the end of the products life and indicated that they would no longer provide any maintenance or support for this system. The city's voice mail system not only provides users with personal mailboxes, it also provides all departments with critical after-hours mailboxes for citizens to get information and phone numbers for emergencies. Staff has evaluated several systems and found the recommended NEC system to be the most cost effective for staff and callers.

8. EVALUATION PROCESS: In January 2008, an agreement was awarded to Design Business Communications, Inc., dba American Telephone for NEC telephone system maintenance and equipment. The agreement included maintenance on the city's existing telephone system as well as the option to purchase additional equipment, upgrades and additions on an as-needed basis. The amount requested includes all equipment, installation, delivery, training and sales tax.

9. FINANCIAL IMPLICATIONS: Funds for this request will be from General Fund, Building and Facilities, Communications Equipment Account 101-3200-6314.

10. PROPOSED MOTION: Move to award the purchase and installation of a new voice mail system utilizing the City's purchasing agreement No. CS8-915-2526 with Design Business Communications, Inc., dba American Telephone in an amount not to exceed \$97,049.

APPROVALS

11. Requesting Department

Kris Kircher, Parks & Grounds Maint. Manager

12. Department Head

Mark M. Eynatten, Community Services Director

13. Procurement Officer

Glenda Shackelford, CPPB

14. City Manager

W. Mark Pentz