



# City Council Report

**Date:** December 12, 2016  
**To:** City Council  
**Through:** Mike Kennington, Chief Financial Officer  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Purchase of New Accident Diagramming Software for the Police Department  
**(Single Response) (Initial Purchase funded by Asset Forfeiture (RICO)  
Funds) (Citywide)**

## Purpose and Recommendation

Council is requested to approve the Purchase of New Accident Diagramming Software for the Police Department as recommended.

The Police Department and Purchasing recommend awarding the contract to the single and qualified proposal, FARO Technologies, Inc. at \$88,440.05, based on estimated requirements.

## Background / Discussion

This purchase will provide user friendly, intuitive traffic collision software that has the flexibility to meet the needs of Police Patrol Officers completing basic diagrams as well as the needs of Traffic Unit detectives for more involved accident reconstruction scenes.

The Arizona Department of Transportation requires Arizona Police agencies to submit a traffic collision diagram with each Arizona Traffic Crash Report. The traffic collision diagram is required to be in a .pdf format. The FARO software purchase will eliminate Microsoft Visio, the current software used by the Traffic Unit for accident reconstruction.

A Request for Proposal for this software was released four times. One response was received for the first release; however, the pricing was greater than the allocated budget. There were no responses to the second or third solicitation releases. The fourth RFP generated a response from FARO Technologies, Inc. An additional release of a solicitation is not likely to generate a different outcome.

At the time of the bid response, FARO offered two products and provided information and prices for each. Since that time, FARO has developed and made available a newer generation of products. FARO provided a final Quote 20072894 for FARO Reality 3D Complete and FARO Zone 2D.

Staff from the Police Department evaluated the single proposal based on the evaluation criteria as stated in the solicitation. FARO Technologies, Inc.'s proposed solution, qualifications and experience meets the needs of the Police Department, and their proposal

pricing is reasonable and acceptable. The evaluation team reviewed and scored the FARO products, and unanimously agreed on the recommendation of purchasing FARO Reality 3D Complete and FARO Zone 2D and one year of maintenance.

## **Alternatives**

Council may choose not to authorize the purchase and new responses will be solicited.

## **Fiscal Impact**

The initial purchase of \$88,440.05 for the software is available in the Police Department operating budget through Asset Forfeiture (RICO) Funds. This amount includes \$76,820.05 for the software, \$6,930.00 for one-year of maintenance and \$4,690.00 for applicable taxes.

On-going annual maintenance of approximately \$7,000.00 will be budgeted in future Police Department operating budgets.

## **Coordinated With**

Police Department and Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2017005

Vendors Registered: ProcureAZ (2,126) and Vendor Self Service (292)

Advertising: ProcureAZ, Purchasing Website and Vendor Self Service

Downloads: 22

Responses: Single Bid

Local Consideration: Policy did not apply to this procurement (Single Bid)

Protests Received: None

Contract Term: Firm, fixed price purchasing contract to cover a three-year term

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index

Pricing Available to Other Cooperative Agencies: Yes

**AWARD RECOMMENDATION**

***FARO Technologies, Inc.***

**Lake Mary, FL**

Description	
Accident Diagramming Software per Agreement No. 2017005; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions; Other Exhibits; Solicitation including any addenda; Contractor Response; and per Quote No. 20072894 dated 8/1/2016	
Software	\$97,790.00
Discount	<u>(\$20,969.95)</u>
Software Total Taxable	\$76,820.05
One-Year Maintenance	<u>\$6,930.00</u>
Base Sub Total	\$83,750.05
5.6% Use Tax	<u>\$4,690.00</u>
<b>Total</b>	<b>\$88,440.05*</b>
* The initial purchase will be funded by Asset Forfeiture (RICO) Funds. On-going annual maintenance of approximately \$7,000.00 will be budgeted in future Police Department operating budgets.	