



# City Council Report

**Date:** May 18, 2020  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** One-Year Term Contract with Three-Years of Renewal Options for Service Coverage for Forensic Equipment for the Police Department **(Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

The Police Department and Purchasing recommend authorizing the purchase using the State of Arizona cooperative contract with Specialty Underwriters at \$198,000 annually, based on estimated usage.

## Background / Discussion

On August 26, 2016, Council approved the four-year term contract for Consolidated Equipment Maintenance Program using a cooperative contract with Specialty Underwriters. This contract has expired with the State of Arizona. The State has awarded a new contract from their solicitation BPM001117.

The Police Department's Forensic Services Division relies in specialized equipment and instruments for state-of-the art scientific examinations in support of investigations. When pieces of equipment are purchased, a manufacturer's warranty is in effect. When a warranty expires, Forensic Services continues to maintain the equipment through individual support agreements, maintenance contracts or extended warranties.

Forensic Services evaluates the vendor extended warranties compared to a maintenance service contract from Specialty Underwriters. The service is added to the contract with Specialty Underwriters if that is the best option. This program has reduced the number of contracts in place, decreased annual maintenance costs and simplified the ability to track repair requests and monitor equipment performance.

At this time, an annual contract in the amount of \$198,000 is requested. This amount covers the annual cost of \$171,218, and an additional contingency of \$26,782 (approximately 16%) for maintenance not currently covered by the service contract that may be added at a future date.

## **Purchase Information**

Action: Award

Procurement Type: Cooperative Contract Use

Contract Number: 2020191

Contracting Agency/Contract Number: State of Arizona/CTR045911

Quote: TS9650-20r dated 2/20/2020

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: One year

Possible Renewals: Up to a maximum of three years subject to Administrative review and approval

Funding Source: Police Department operating budget