

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: FOURTH AMENDMENT TO GENERAL SERVICES AGREEMENT
NUMBER F000642 WITH PLANETBIDS, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, 1) approve the Fourth Amendment to General Services Agreement (GSA) Number F000642 to increase compensation and extend the Agreement with PlanetBids, Inc., Woodland Hills, California for online bidding services for an additional one-year term and increase compensation by \$27,337.50, for a total not to exceed \$131,900; and 2) ratify the First, Second and Third Amendments which increased compensation by \$60,125.00 for a total not to exceed \$131,900.

EXECUTIVE SUMMARY

The City of Santa Rosa has a need to provide online bidding services which provide vendors with online bidder access, registration, receive automatic bid and change notifications, and bid results online.

BACKGROUND

On January 14, 2013 Request for Proposals 13-04 was opened by the Purchasing Agent soliciting proposals for online bidding services, which would move City bidding opportunities for goods and general services away from an antiquated manual process to an online process. On July 22, 2013, the City Manager, via memo, approved General Services Agreement (GSA) F000642 for online bidding services for a five-year term with and an additional five (5) year extension option(s) in the amount of \$44,437.50 to PlanetBids, Inc., Woodland Hills, California.

- The contract was executed November 1, 2013 by the Purchasing Agent.
- On April 20, 2018, the Purchasing Agent approved the First Amendment to GSA F000642 which added additional licenses and increased compensation in the amount of \$11,950.

- On October 25, 2018, the Purchasing Agent approved the Second Amendment to GSA F000642 for a one-year extension and increase in compensation in the amount of \$20,837.50.
- On November 1, 2019, the Purchasing Agent approved the Third Amendment to GSA F000642 for a one-year extension, adding the insurance management module to the bidding services, and an increase in compensation in the amount of \$27,337.50

The Fourth Amendment is to extend the term of the Agreement and increase compensation.

The contractor has successfully provided online bidding services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

PlanetBids, Inc., has agreed to extend the current Agreement with no increase in rates, for an additional one-year period.

With approval of the Fourth Amendment, the cumulative amount of GSA F000642 will be \$131,900. Under the City's Contract/Purchase Order Modification Policy III-9, and City Code 3-08.110 Award Authority, the Fourth Amendment requires approval by the City Council.

In addition to approving the Fourth Amendment to GSA F000642, staff also requests that the Council ratify the First Amendment (dated April 20, 2018), the Second Amendment (dated October 25, 2018), and the Third Amendment (dated November 1, 2019) to Agreement F000642, which in total increased compensation by \$60,125.00 for a total not-to-exceed amount of \$104,562.50. Prior interpretation of the City Code Section 3-08.110 (C) allowed for staff-level approval of these Amendments; however, staff requests Council's ratification of the Amendments at this time because Council approval would have been a more consistent interpretation of the award authority for the City Manager (\$100,000) and Purchasing Agent (\$50,000) as established in section 3.08-110 of the City Code and other related City purchasing policies.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2020-21 budget within various Department's operating budget, and as a regular operating expenditure and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the

California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A - Fourth Amendment to GSA Number F000642 with PlanetBids, Inc.

CONTACT

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