

COUNCIL COMMUNICATION

From: The City Manager

Subject: I.T.I., Inc. Maintenance Agreements

Manager's Recommendation:

I recommend that the phone equipment maintenance agreements with I.T.I., Inc. be approved and that a purchase order be approved and issued to them in the amount of \$1,965.82. It is further recommended that the City Manager or his designee be authorized and directed to execute the maintenance agreements. These agreements were approved by the City Manager as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this payment are budgeted and available in the Information Services Operating Services Account No. 658-1720-711.80-05.

Justification:

These maintenance agreements cover the telephone equipment located at City Maintenance and Service, Water and Sewer, and the Water Treatment Plant for a one-year period from 12-1-09 to 11-30-10. The agreements cover all services under normal wear and tear including parts, labor and travel time. It also includes free user training, charges for service related software updates, free loaner equipment and 24-hour, 7-day service without paying any after hour premium.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.