

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase Media Safe

Manager's Recommendation:

I recommend acceptance of the quote and issuance of a purchase order to Advantage Business Systems in the amount of \$3,921.14 for a media safe to be used for secure offsite storage of historical and backup/recovery media for the City of Saginaw Information Technology System.

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

Funds are budgeted and available in the Information Services Capital Outlay – Less Than \$5,000 Account No. 658-1720-711.97-05.

Justification:

On November 10, 2009, a quote was received from Advantage Business Systems for the purchase and inside delivery of a fire rating 2-hr Class 125, Media Safe. The Information Services Department currently uses a small lockbox at an offsite location to store data backup media. The volume of media that is being retained is currently exceeding the capacity of the lockbox. The data is highly sensitive and is critical to the operation of the City. It must be protected from unauthorized access and damage by environmental factors such as fire.

The Purchasing Division issued two previous bids for a new safe, but no responses were received. Advantage Business Systems has been the only quote received.

Council Action

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