



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 11

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Information Technology Department

MEETING DATE: April 04, 2022

SUBJECT:
City-wide Operations Management System – Purchase Agreement

RECOMMENDATION:

Adopt a Resolution to approve an alternative purchasing procedure for a three-year renewal of a purchasing agreement with Cartegraph Systems, LLC for software subscription, cloud hosting, and technical support in the amount of \$354,760, and authorize the Director of Information Technology to execute the agreement in substantially the form presented.

BACKGROUND:

In May 2016, the City purchased the Cartegraph Operations Management System (OMS) and contracted with Cartegraph Systems, LLC (Cartegraph) to implement and host the system. The selection was made by a multi-departmental committee that included staff in Public Works, IT, Parks and Recreation, Police, City Clerk's Office, and the City Manager's Office. This committee unanimously agreed Cartegraph OMS would best serve the City's operational field work needs. Staff has since moved all work order management for streets and traffic, the sewer collection system, parks and recreation, and facilities to the Cartegraph OMS system, and continues to use the system for these operational needs. On May 6, 2019, Council approved a renewal agreement to extend use of the system for three years. That renewal is now expiring. Based on the continued success of the Cartegraph OMS system and the continued need to serve City operations management functions, staff now recommends another three-year renewal of the Cartegraph OMS.

San Mateo Municipal Code section 3.60.050(b) authorizes the renewal of an agreement with Cartegraph without a competitive bidding procedure when calling for bids would be impracticable, unavailing, or impossible. Here, calling for bids would be impracticable because Cartegraph OMS has been fully integrated into various City operations, continues to function successfully, and implementing another OMS would result in disruptions to the City's current work order management needs.

BUDGET IMPACT:

Funds for ongoing operational costs (software subscription, hosting and support) are incorporated into the Department of Information Technology's yearly operating budget.

ENVIRONMENTAL DETERMINATION:

This renewal agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Att 2 - Renewal Agreement

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