



Agenda Report

21-1637

Agenda Date: 12/7/2021

REPORT TO STADIUM AUTHORITY BOARD

SUBJECT

Action to Award Purchase Order to ECS Imaging, Inc. for Stadium Builder License Laserfiche Integration Support Services, Transact Office Supplies and Equipment Purchases, and Approve Expenses Incurred Between November 23-30, 2021

BOARD PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

BACKGROUND

On October 8, 2019, the Stadium Authority Board (Board) approved Ordinance No. 2005 amending Chapter 17.30 of the City Code (Stadium Authority Procurement Policy), which rescinded the delegation to the Executive Director to enter into agreements without prior Board approval. As of the effective date of the Ordinance, November 8, 2019, all Stadium Authority agreements for services, supplies, materials, and equipment require the approval of the Stadium Authority Board.

The Executive Director is requesting authorization for the following:

1. Retroactive award of purchase order to ECS Imaging, Inc. (ECS) in an amount not to exceed \$10,238 for Stadium Builder License (SBL) Laserfiche integration support services;
2. Transact purchases for office supplies and equipment for Stadium Authority staff; and
3. Retroactive approval of office supplies and equipment expenses that were incurred between November 23-30, 2021.

DISCUSSION

On March 23, 2021, the Board approved the Stadium Authority FY 2021/22 Operating, Debt Service and Capital Budget (Budget). The General and Administrative Budget within the Stadium Authority FY 2021/22 Budget contains line items for Administrative Services and Other Expenses. Stadium Authority staff has obtained quotes for the following items pursuant to the appropriate Purchasing Sections under Chapters 2.105 and 17.30 of the Santa Clara City Code. Staff is following the City Code provisions listed below for consistency and to ensure that best practices in public sector procurement are being followed:

- 2.105.280 "Informal Bidding" where the award recommendation is determined by the lowest cost bidder.
- 2.105.280(b) Purchases less than \$15,000 do not require competitive bidding.

Board approval is requested for the following items:

SBL Laserfiche support services (\$10,238) - The Stadium Authority and Stadium Manager uses

Docusign to execute SBLs. As the City's existing Laserfiche vendor, ECS' services are required to integrate SBLs that were and continue to be executed in Docusign into the Laserfiche repository so that the files can be archived and searched for pertinent SBL data (e.g., SBL account number, SBL seat, etc.). The Stadium Authority previously awarded a purchase order to ECS for integration services for scanned SBLs and training services, as described in more detail under a February 16, 2021 Stadium Authority report (# 21-251). Stadium Authority documents are separated from City documents in the Laserfiche repository.

Staff obtained a quote from ECS for processing and integrating Docusign executed SBLs into Laserfiche and one year of as needed support services and recommends retroactive award of purchase order to ECS for an amount not to exceed \$10,238. For full disclosure, in order to expedite the SBL integration project, ECS has completed the integration work for the Stadium Authority which accounts for \$1,838 out of the total amount. The remaining purchase order amount (\$8,400) is for as needed support services related to processing and integrating new Docusign SBLs. The Stadium Authority FY 2021/22 Operating Budget includes \$150,000 for Administrative Services, which includes Laserfiche Repository and SBL Integration to Repository.

Office Supplies and Equipment for Stadium Authority Staff (\$4,530 plus subsequent monthly service, tax, shipping and environmental fees) - New and existing staff in the Executive Director's and Stadium Treasurer's Offices require the following office supplies and equipment, and received quotes from the following vendors:

- Laptop: \$1,385 plus tax, shipping and environmental fees from Dell
- Computer monitors: \$1,145 plus tax, shipping and environmental fees for 5 monitors from Dell for multiple staff
- Laptop docking stations: \$520 plus tax, shipping and environmental fees for two docking stations from Dell for multiple staff
- Wireless keyboard and mouse: \$60 plus tax, shipping and environmental fees from Dell
- Wireless ergonomic keyboard: \$60 plus tax from Amazon
- Wireless ergonomic mouse: \$20 plus tax from Amazon
- Headset: \$58 plus tax from Amazon
- HDMI cable: \$10 plus tax from Amazon
- Cell phone: \$1,200 plus shipping and subsequent monthly service fee (estimated at \$13/month)
- Office chair: \$530 plus tax and shipping from Herman Miller

Staff recommends purchase of the various office supplies and equipment through the vendors that staff obtained quotes from, totaling \$4,988 plus subsequent monthly service, tax, shipping and environmental fees. The Stadium Authority FY 2021/22 General and Administrative Budget includes \$20,000 for Other Expenses such as routine office expenses.

Incurred Office Supplies and Equipment Expenses

There is approximately \$2,647 (plus subsequent monthly service, tax, shipping, and environmental fees) worth of office supplies and equipment expenses that were incurred by the Stadium Authority between November 23-30, 2021 that require retroactive Board approval. The supplies and equipment were purchased to onboard new Stadium Authority staff. There are sufficient funds in the Stadium Authority FY 2021/22 General and Administration Budget to cover these costs.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There are existing appropriations in the Stadium Authority FY 2020/21 Adopted Budget under General & Administration Budget to cover the costs of the Laserfiche integration and support services (\$10,238), office supplies and equipment for staff (\$4,988 plus subsequent monthly service, tax, shipping and environmental fees), and the costs incurred by the Stadium Authority for office supplies and equipment as detailed in Attachment 2 (\$2,647 plus subsequent monthly service, tax, shipping, and environmental fees) between November 23-30, 2021.

Together, this request totals \$17,873 plus subsequent monthly service, tax, shipping and environmental fees.

COORDINATION

This report has been coordinated with the Stadium Treasurer's Office and Chief Assistant City Attorney.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Authorize the Executive Director to award a retroactive purchase order to ECS Imaging, Inc., in an amount not to exceed \$10,238, for Laserfiche integration and support services for DocuSign SBLs;
2. Authorize the Executive Director to transact purchases for the office supplies and equipment described in the report, in an aggregate amount not to exceed \$4,988 plus any associated subsequent monthly service, tax, shipping, and environmental fees; and
3. Approve the office supplies and equipment expenses detailed in Attachment 2 totaling \$2,647 plus any associated subsequent monthly service, tax, shipping and environmental fees that were incurred by Stadium Authority between November 23-30, 2021.

Prepared by: Christine Jung, Assistant to the Executive Director

Approved by: Deanna J. Santana, Executive Director

ATTACHMENTS

1. Office Supplies and Equipment Expenses Incurred by SCSA