



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Scott Ferguson, Fire Chief
Bruce Moe, Finance Director
Gwen Eng, General Services Manager

DATE: September 2, 2008

SUBJECT: Consideration of One-Year Renewal of Fire Records Management System (RMS) Support and Maintenance Contract with Fire Information Systems in the amount of \$25,875.00

RECOMMENDATION:

Staff recommends that the City Council a) waive formal bidding per Municipal Code Section 2.36.140 (waivers) and b) approve the renewal of a one-year Fire Records Management System (RMS) maintenance contract with Fire Information Systems in the amount of \$25,875.00.

FISCAL IMPLICATION:

Sufficient funds are available in the Fire Department budget to renew the annual maintenance agreement.

DISCUSSION:

This system is used for fire and rescue reports, staff scheduling, training records, fire prevention inspections, and personnel records. Renewal of this contract is necessary in order to obtain technical assistance with upgrades and repairs to the system as well as data compilation that is reported to the State of California and the National Fire Incident Reporting System.

Since inception, the Fire Department has incurred on-going maintenance costs associated with the automated system's software and hardware. This requirement, coupled with upgrades necessary to maintain the system's compatibility with other interfaces, has resulted in an increase in the maintenance cost to \$25,875.00 for FY 2008–2009. It is also anticipated that the maintenance cost will continue to increase by approximately five percent each year.

Fire Information Systems has assisted the City in numerous hardware upgrades and software updates; they are familiar with the system's configuration to down to the component level. This vendor has consistently performed well, is responsive, and has provided excellent support during this past nine years. This is the only vendor in our area that provides this type of specialized Fire RMS support.

Agenda Item #: _____

Therefore, staff recommends that Council award a one-year maintenance contract to Fire Information Systems in the amount of \$25,875.00. Staff requests that City Council authorize the City Manager to enter into a contract with this vendor. In addition, the City may cancel the contract at any time without cause if necessary.