

Council Meeting of  
May 13, 2008

Honorable Mayor and Members  
Of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT: Communications and Information Technology – Approve a service agreement amendment and purchase of professional staffing services.**

**Expenditure: \$70,000 (new not-to-exceed \$140,000)**

### **RECOMMENDATION**

Recommendation of the Information Technology Director that Council approve the contract services agreement amendment increasing the expenditure dollar amount with Sapphire Technologies to \$140,000 for a temporary technical network contractor.

### **Funding**

Salary savings from Data Communication's vacant IT Analyst position in the current (\$8,000) and next Fiscal Year (\$62,000) will be used to fund the agreement.

### **BACKGROUND**

In July 2007, staff contracted with two firms, SuperbTech (\$4,688.98) and Sapphire Technologies (\$19,880.00), for professional technical network services. Services were paid by direct payment voucher in accordance with City policy, which requires that payments in a fiscal year total less than \$25,000.

On December 4, 2007, Council approved a contract services agreement with Sapphire Technologies for a term of one year and a not-to-exceed dollar amount of \$47,000.

On March 18, 2008, Council approved a modification of the agreement to increase the authorized expenditure by \$23,000 (new not-to-exceed \$70,000).

**ANALYSIS**

The requested contract services agreement amendment will increase the dollar amount of the Sapphire Technologies agreement by \$70,000 in order to continue to pay for services throughout the term of the agreement. The one-year term of the agreement will remain unchanged and will expire Dec 3, 2008.

The additional budget will permit the current technical network contractor to continue work on much needed network projects during the recruitment of a IT Analyst to fill the vacant position. Contracting for temporary technical help from a professional services company provides the City with the most flexibility as we recruit candidates for the position.

Respectfully submitted,



RICHARD SHIGAKI  
Information Technology Director

CONCUR:

  
LeRoy J. Jackson  
City Manager

Attachment

- A) Sapphire Technologies Agreement Amendment

### AMENDMENT TO AGREEMENT

This Amendment to Agreement is made and entered into as of \_\_\_\_\_, 2008 by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Sapphire Technologies, LLC ("CONTRACTOR").

#### **RECITALS:**

- A. The CITY OF TORRANCE and CONTRACTOR entered into an Agreement on December 4, 2007, whereby CONTRACTOR agreed to provide technical support to CITY Departments in the maintenance of city, local, and wide area networks and does related work as required.
- B. The original Agreement was for a one-year term.
- C. The Agreement was amended on March 18, 2008 to increase the not to exceed amount by \$23,000.00 for a total not to exceed amount of \$70,000.00.
- D. The CITY OF TORRANCE is satisfied with the level of service provided by the CONTRACTOR.
- E. Both parties wish to amend the agreement to increase the not to exceed amount to cover the cost of the temporary technical network contractor.

#### **AGREEMENT:**

- 1. Paragraph 3.A. entitled "CONTRACTOR's Fee" is amended to read in its entirety as follows:

"A. CONTRACTOR's Fee.

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$140,000.00 ("Agreement Sum"), unless otherwise first approved in writing by CITY."

- 2. In all other respects, the Agreement dated December 4, 2007 and amended on March 18, 2008, between CITY OF TORRANCE and CONTRACTOR is ratified and reaffirmed and is in full force and effect.

CITY OF TORRANCE,  
a Municipal Corporation

Sapphire Technologies  
LLC

\_\_\_\_\_  
Frank Scotto, Mayor

By: \_\_\_\_\_  
Dan Cordero  
Regional Manager

ATTEST:

\_\_\_\_\_  
Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_