



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-0813      **Version:** 1      **Name:**

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**File created:** 2/1/2018      **In control:** City Council Meeting Agenda

**On agenda:** 2/12/2018      **Final action:**

**Title:** CC - (1) Waiver of Competitive Bidding Procedures; and (2) Approval of a Professional Services Agreement with Esri in an Amount Not-to-Exceed \$120,000 to Support the City's Geographical Information Systems (GIS) Program.

**Sponsors:**

**Indexes:**

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**Attachments:**

Date	Ver.	Action By	Action	Result
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**CC - (1) Waiver of Competitive Bidding Procedures; and (2) Approval of a Professional Services Agreement with Esri in an Amount Not-to-Exceed \$120,000 to Support the City's Geographical Information Systems (GIS) Program.**

**Meeting Date:** February 12, 2018

**Contact Person/Dept:** Michele Williams/Information Technology Department

**Phone Number:** 310-253-5950

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Commission Action Required:** Yes  No       **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (02/06/18);

**Department Approval:** Michele Williams (02/01/18)

### RECOMMENDATION

Staff recommends the City Council (1) waive competitive bidding procedures; and (2) approve an Enterprise Software License Agreement with Esri in an amount not-to-exceed \$120,000 to support the City's Geographical Information System (GIS) Program.

## **BACKGROUND**

In 1998, the Information Technology Department initiated efforts to implement an enterprise Geographical Information System (GIS) that would support the needs of all city departments. To date, this effort has resulted in the acquisition of over 150 digital data layers including aerial photography, land parcels, zoning, general plan, bus routes, and natural hazard information. The primary objective of the City's GIS program is to create a stable and accurate GIS database, provide customized GIS applications, and to facilitate spatial analysis services for city departments and the public.

## **DISCUSSION**

Since the inception of the GIS program, the City has utilized software tools from Esri, formerly known as Environmental Systems Research Institute. This vendor is widely recognized as the leading provider of GIS software products. Esri was founded in 1969 as a privately held consulting firm specializing in land-use analysis. Esri later developed a core set of GIS software application tools. The vendor currently offers over 80 software products to assist agencies with developing and maintaining GIS applications.

On November 11, 2011 City Council authorized entering into Esri's Small Government Enterprise Software License Agreement. This program provides local governments with populations between 25,000-50,000 with unlimited use and access to all of the Esri software products. This program also allows the City to obtain software updates for all products upon being made available by the vendor. On December 8, 2014 City Council renewed the agreement for another three-year term.

The terms for the renewed agreement are unchanged. The vendor continues to provide excellent client support for their products and remains current with GIS industry trends. Given these factors, staff recommends renewing the enterprise software maintenance contract with Esri for another three year term.

In general, Culver City Municipal Code (CCMC) Section 3.07.045.E, where items to be purchased are computer software, hardware maintenance services or software maintenance services, are exempt from the formal bidding requirements. However, pursuant to CCMC Section 3.07.050, where the same supplier, contractor or consultant has been utilized for a period of five years, formal competitive bidding procedures shall apply.

Based on the foregoing reasons, staff is recommending the City Council waive this requirement, pursuant to CCMC Section 3.07.075.E.3, and authorize the proposed three-year term.

## **FISCAL ANALYSIS**

Authorization to renew the enterprise software license agreement with Esri for a three-year term would result in a total expenditure of \$120,000 (including applicable taxes). This amount would be paid in three equal annual payments of \$40,000. The first payment would be paid in February 2018 with the subsequent payments occurring in December 2018 and December 2019. The payments for year 2 and year 3 would be paid in December as that is the actual renewal month for the agreement.

Sufficient funding is appropriated in Information Technology Operating Account (Repairs and Maintenance) - 10124100.600200 for the first annual payment of \$40,000. Should the City Council approve this agreement, staff will request appropriate funding for future years as part of the annual budget process.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Waive competitive bidding procedures;
2. Approve an Enterprise Software License Agreement with Esri for a term of three (3) years for an amount not-to-exceed \$120,000 which shall be paid in three (3) equal annual payments beginning February 2018;
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.