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County of El Dorado

Legislation Details (With Text)

File #:	15-0718 **Version:** 3		
Type:	Agenda Item	**Status:**	Approved
File created:	5/27/2015	**In control:**	Board of Supervisors
On agenda:	8/2/2016	**Final action:**	8/2/2016
Title:	Community Development Agency, Transportation Division, recommending the Board retroactively approve and authorize the First Amendment to Perpetual Agreement for Services 821-S0710 with Squarerigger, Inc. to provide annual support and maintenance for the ShopWatch time management software module, MobileShop software, and Vehicle Tracker handheld equipment used by the Transportation Maintenance Unit. FUNDING: Road Fund. (No Federal Funds)		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. 3A - Approved CRS 8-2-16, 2. 3B - Squarerigger Amendment I 8-2-16, 3. Executed First Amendment to 16-54402 (8-2-16), 4. 2A - Attachment A 8-11-15, 5. 2B - Caltrans Agmt 8-11-15, 6. 2C - Squarerigger Agmt 8-11-15, 7. 2D - Elk Gr - Rancho Cor JPA 8-11-15, 8. 2E - Bd of Equal Agmt 8-11-15, 9. 2F - Viathor PO 8-11-15, 10. Public Comment Rcvd 8-11-15 - BOS 8-11-15, 11. A - Attachment A 7-14-15, 12. B - Caltrans AGMT 7-14-15, 13. C - Squarerigger AGMT 7-14-15, 14. D - Elk Gr-Rancho Cor JPA 7-14-15, 15. E - Bd of Equal AGMT 7-14-15, 16. F - Viathor PO 7-14-15		

Date	Ver.	Action By	Action	Result
8/2/2016	3	Board of Supervisors	Approved	Pass
8/11/2015	2	Board of Supervisors	Approved	Pass
7/14/2015	1	Board of Supervisors	Continued	Pass

Community Development Agency, Transportation Division, recommending the Board retroactively approve and authorize the First Amendment to Perpetual Agreement for Services 821-S0710 with Squarerigger, Inc. to provide annual support and maintenance for the ShopWatch time management software module, MobileShop software, and Vehicle Tracker handheld equipment used by the Transportation Maintenance Unit.

FUNDING: Road Fund. (No Federal Funds)

DEPARTMENT RECOMMENDATION

Community Development Agency, Transportation Division (Transportation), recommending the Board retroactively approve and authorize the First Amendment (Amendment) to Perpetual Agreement for Services 821-S0710 (Agreement) with Squarerigger, Inc., for annual time management software support and maintenance.

DISCUSSION / BACKGROUND

The Agreement provides for annual support and maintenance for the ShopWatch time management software module, MobileShop software, and Vehicle Tracker handheld equipment used by the Transportation Maintenance Unit Equipment Shops and was originally executed on May 01, 2007. The proposed Amendment will clarify the pricing of the annual maintenance fee, allow for the addition of services as necessary and provide pricing for technical assistance and travel rates. Additionally,

the Amendment updates the insurance requirements. The annual Agreement is billed per calendar year and the proposed Amendment would be effective as of January 1, 2016. The amendment is retroactive because the Transportation Division realized upon receipt of the invoice for the current year that it needed to amend the contract in order to make the payment terms clear and update the amount.

The Agreement does not have a stated contract term. Transportation brings this matter before the Board pursuant to the requirement of Section 4.5, Contract Term, of Board of Supervisors Policy C-17, which requires departments to obtain authorization from the Board for any contract term exceeding three (3) years, inclusive of any amendments. Perpetual agreements are brought to the Board annually for approval and the Squarerigger, Inc. contract was last approved on August 11, 2015 (Item 22).

ALTERNATIVES
The Board may choose not to approve the Amendment. As the contract facilitates an important service, alternative methods to deliver those services would need to be identified, in addition to associated costs.

OTHER DEPARTMENT / AGENCY INVOLVEMENT
County Counsel has reviewed and approved the contract documents.

CAO RECOMMENDATION
Approve as recommended.

FINANCIAL IMPACT
The current Fiscal Year 2016/2017 budget includes $3,980 for the Squarerigger, Inc. Agreement and is funded by the Road Fund.

CLERK OF THE BOARD FOLLOW UP ACTIONS
1) The Clerk of the Board will obtain the Board Chair's signature on two (2) copies of the proposed Amendment.
2) The Clerk of the Board will return one (1) signed copy of the proposed Amendment to the Community Development Agency, Administration and Finance Division, Contracts and Procurement Unit, for further processing.

STRATEGIC PLAN COMPONENT

N/A

CONTACT
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Maintenance and Operations
Community Development Agency, Transportation Division