



## Legislation Text

**File #:** 16-0747, **Version:** 1

Community Development Agency, Administration and Finance Division, recommending the Board consider the following:

- 1) Approve the continuation of five (5) current perpetual contracts and one (1) current perpetual purchase order:
  - a) Agreement 428-S0110 with the State of California Department of Transportation to provide signal maintenance service;
  - b) Agreement 821-S0710 with Squarerigger, Inc., to provide annual software support and maintenance;
  - c) Agreement 427-M0810 for the Capital SouthEast Connector Joint Powers Authority for the planning, design, and construction of the Elk Grove-Rancho Cordova-El Dorado Connector;
  - d) Agreement 098-O1111 with the State of California Board of Equalization for electronic filing of reporting sales tax collected;
  - e) Agreement 213-S0910 with Trans Union, LLC, to provide consumer reporting services; and
  - f) Agreement 838-O0910 with Viathor, Inc., to provide annual software support and maintenance for a specialized software program used for bridge analysis and design.
- 2) Authorize the Purchasing Agent to establish purchase orders as necessary to process associated payments for Fiscal Year 2016/17.

**FUNDING:** Road Fund, Community Development Block Grants, and the Housing and Economic Development Program Income Funds. (Federal Funds)

### **DEPARTMENT RECOMMENDATION**

Community Development Agency (CDA), Administration and Finance Division (A&F), recommends the Board approve the continuation of five (5) perpetual contracts and one (1) perpetual purchase order.

### **DISCUSSION / BACKGROUND**

A&F administers the subject contracts and purchase order on behalf of the CDA. None of these contracts or the purchase order have a stated contract term.

- The State of California Department of Transportation (Caltrans) Signal Maintenance Agreement provides for routine maintenance of signals and lighting by Caltrans at the Pioneer Trail at Black Bart Avenue/Cold Creek Trail intersection in South Lake Tahoe. Caltrans is also on call to handle unforeseen problems with the traffic control signal system if required.
- The Squarerigger, Inc., 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. The First Amendment to this Software and Hardware Agreement for El Dorado County CDA was approved by the Board on August 2, 2016.
- The Joint Exercise of Powers Agreement for the Capital SouthEast Connector Joint Powers Authority (formerly named Elk Grove-Rancho Cordova-El Dorado Connector Authority) provides for the acquisition of real property and the construction of the Connector Project until

the Project is fully accomplished. While the Joint Exercise of Powers Agreement does not require annual authorization by the Board, A&F includes this Agreement along with the other perpetual items to provide an annual opportunity for Board review.

- The State of California Board of Equalization (BOE) Trading Partner Agreement for BOE Motor Fuels Electronic Filing Program provides for electronic filing of reports on the sales tax collected on jet fuel sold at the Placerville Airport.
- The Trans Union, LLC, Agreement provides for consumer reporting services and provision of FICO scores for the Housing Community Economic Development Unit's loan programs. Credit analysis is an important aspect in determining an applicant's eligibility for a loan. On October 28, 2008 (Item 3), the Board authorized the Chair to sign TransUnion Master Agreement for Consumer Reporting and Ancillary Services 213-S0910 with Trans Union, LLC, for credit reporting services. On March 8, 2011 (Item 6), the Board authorized an addendum to the Master Agreement for the provision of FICO scores. The Agreement and Addendum have been executed and shall continue until terminated. Last year, this perpetual Agreement was under the Chief Administrative Office, Economic Development Division, Housing, Community and Economic Development Programs and approved on July 14, 2015 (Item 5).
- The Viathor, Inc., Purchase Order provides for annual support and maintenance for VBridge software used by Transportation's Engineering Unit to aid in designing bridges.

A&F brings this matter before the Board pursuant to the requirement of Section 4.5, Contract Term, of Board of Supervisors Policy C-17, Procurement Policy, which requires departments to obtain authorization from the Board initially, and on an annual basis, to utilize any contract that does not have a stated contract term. This matter is intended to apprise the Board of these perpetual contracts and to seek authorization for the Purchasing Agent to prepare the necessary purchase orders for the associated Fiscal Year 2016/17 (FY 2016/17) contract payments. The termination provisions for each of the contracts are included as Attachment A.

Reference history of perpetual agreements on File ID 09-0998.

## **ALTERNATIVES**

The Board may choose not to approve any or all of the perpetual contracts or purchase order. As each item 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**

Chief Administrative Office concurs with staff's recommendations.

## **FINANCIAL IMPACT**

The current FY 2016/17 budget includes the following amounts: \$3,000 for the Caltrans Agreement; \$6,570 for the Squarerigger, Inc., Agreement; \$25,000 for the Capital SouthEast Connector Joint Powers Authority Agreement; \$1,000 for the Trans Union, LLC, Agreement; and \$1,350 for the Viathor, Inc. Purchase Order. The total budgeted amount of \$36,920 is funded by the Road Fund, Community Development Block Grants, and the Housing and Economic Development Program Income Funds. There is no fiscal impact associated with the State of California Board of Equalization

Trading Partner Agreement for BOE Motor Fuels Electronic Filing Program.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Infrastructure, Good Governance, and Public Safety

**CONTACT**

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