

**City of Palmer
Action Memorandum No. 15-094**

Subject: Authorize the City Manager to Enter into a Sole Source Procurement with E-Terra, LLC for Server Migration and Work Order System Upgrades in the amount of \$53,000

Agenda of: October 27, 2015

Council Action: Authorized

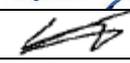
Originator Information:

Originator: Tom Healy, Public Works
Date: 10/5/2015 **Requested agenda date:** 10/27/2015

Department Information:

Route to:	Department Director:	Signature:	Date:
	Community Development		
X	Finance		10/10/15
	Public Safety		
X	Public Works		10/8/15

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 53,000

This legislation (√):

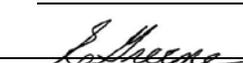
Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ 53,000

Funds are (√):

Budgeted Line item(s): 01-17-10-6030 (Contractual Services)
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Quote from E-Terra, LLC

Summary statement: Action Memorandum 15-094 requests approval to enter into a sole source procurement with E-Terra, LLC for server migration and work order system upgrades. PMC 3.21.230 allows for governmental and proprietary purchases.

The work order system was designed by E-Terra in 2009-2011 and has been a huge asset for Public Works and other City departments. There has not been any maintenance done in over a year, and no major changes or additions to the work order system have occurred since 2011. The server is expiring this year and will need to be migrated to a virtual 2012 server. The server upgrade should last five years. Along with the server migration, E-Terra will perform other maintenance and further development to make the work order system more efficient.

In this case, it is in the City's best interest to limit the source of maintenance upgrades to E-Terra, LLC as they are the system designer.

Administration recommendation: Approve Action Memorandum 15-094

E-TERRA LLC
 800 E Dimond Blvd., Ste 3-650
 Anchorage, AK 99515-2059

Quote

Date	Quote #
10/8/2015	10082015-1

Name / Address
City of Palmer 231 W. Evergreen Avenue Palmer, Alaska 99645

Terms	Rep
Due on receipt	DRR

Description	Qty	Cost	Total
Server Migration	1	26,000.00	26,000.00
Fuel Manager Clean-up	1	12,000.00	12,000.00
Fixed Asset Report	1	5,000.00	5,000.00
Sort Fields	1	5,000.00	5,000.00
Workers Comp	1	5,000.00	5,000.00
		Total	\$53,000.00