



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: October 8, 2013

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Vendor Agreement Review Schedule

Background:

The city has many contractual agreements in place for professional and other services. Generally, agreements are renegotiated on an as-needed, case-by-case basis, if at all.

Council considered this item at its September meeting and directed staff to update the schedule and return the item to Council in October.

Notable updates include the main office copier which was replaced in late 2012; cell phone services were changed in early 2013 (40% cost reduction); City Attorney services appear to be in process; Staff is in the process of evaluating financial accounting software options and is exploring options for generator maintenance and annual testing services.

Recommendation:

Review and provide direction on any changes needed in the Vendor Agreement Review Schedule.

Mark Sorensen, City Administrator

Rebidding Vendor Agreements -- Proposed Cycle

City of Biggs

Updated Oct 2013

Fiscal Year

	Done
	Not Done
	In Progress

	Last bid	2007-08	08-09	09-10	10-11	11-12	12-13	13-14
City Engineer	1998				X			
City Planner	2002					X		
City Attorney	1998					X		
Finance Advisor (CPA)	2008	X		X				
Building Custodial		X		service discontinued				
Copier/Printer	2012	X				X		
Other data processing equipment	2005		X					
Uniform & mat cleaning services	?	X			X			
Internet provider	?	X		X		X		
Telephone provider	2007	X			X			
Cell phone/radio provider	2013		X		X			
Financial software Systems (MOMS)	2007			X				
Pest control			X			X		
Police services	2007			X	X			
Fire protection	N/A							
Animal control				X	X			
Electric maintenance			X			X		
Electricity (NCPA)	N/A		X		X			
Self-insurance pool (SCORE)				X				
Bank Services	?	X			X			
Financial auditor	2006							
Chemical supplier		X			X			
Pension benefits	N/A							
Medical insurance (PERS)	1993			X	X			
Dental insurance			X		X	X		
Vision insurance			X		X	X		
Other benefits providers		X	EAP	Life		X		
Security system		X			X			
Trash hauling	2005				X			
General Plan Consultant	2006			X				
Fuel vendor for PW vehicles						X		
Generator Maintenance & Annual Testing						X		

S:\admin docs\RFP rebid schedule.xls