

CITY OF ARDMORE
Information Technology Department

Council Letter No. 4903
Meeting Date: September 8th, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

RE: Agreement Renewal - Hosting Services for City Works Application

Dear Commission Members:

The City of Ardmore entered into an agreement with New Edge Services, LLC in the 14/15 fiscal year for hosting services for the City Works application. The APWA utilizes City Works by Azteca to maintain inventory, infrastructure and a work order system and Development Services uses the application to assist with building permits and code enforcement.

It is staff's recommendation that the City approve the agreement renewal to continue hosting services with New Edge Services, LLC in the amount of \$25,000.00 of which \$9,000.00 will be paid by the City and the rest will be paid by APWA. This is a budgeted item in the 20/21 fiscal year.

Respectfully submitted,



Robert Newell
Director of Information Technology

Reviewed by: _____



Department: I.T.

Department Account Number: _____

Date: 9/1/2020 Date Required: _____

Deliver to: 317 Veterans Blvd 23 S. Washington

Requisitioned by: Robert Newell 3238
Employee to Contact Tele Ext #

CITY OF ARDMORE PURCHASE REQUISITION

Phone (580) 221-2548

Amount:

\$0 - \$499
\$500 - \$999
\$1,000 - \$7,499
\$7,500 and up

Required:

No Quote
3 Verbal Quotes
3 Written Quotes
Must be Bid. C/C Approval.

I hereby authorize the Purchasing Agent to commit budgeted funds for the purchase thereof:

9/1/2020
Date 
Department Head Signature

NOTES/COMMENTS:

City Commission Approved Purchase on: _____

ITEM	Quantity	Units	Pack	Give complete, accurate, detailed descriptions Description and Specifications	Budget Amount
1.				Hosting services for City Works renewal	\$25,000.00
2.					
3.					
4.					
FREIGHT (Must be included in Quote) * * * * *					

VENDOR: 1	New Edge	VENDOR: 2		VENDOR: 3	
ITEM 1 -		ITEM 1 -		ITEM 1 -	
ITEM 2 -		ITEM 2 -		ITEM 2 -	
ITEM 3 -		ITEM 3 -		ITEM 3 -	
ITEM 4 -		ITEM 4 -		ITEM 4 -	
FREIGHT		FREIGHT		FREIGHT	
GRAND TOTAL:	\$25,000.00	GRAND TOTAL:		GRAND TOTAL:	

Selected Vendor New Edge
Date Ordered 9/1/2020
Date Promised _____
Date Complete _____

- QUOTE/BID
- STATE CONTRACT
- SINGLE SOURCE, *include AFFIDAVIT*
- TEAR DOWN *(see below for definition)*
- EMERGENCY *(see below for definition)*

Contract / Agreement / Quote / Bid # *(if known)*

To Be Picked Up By:

Will Be Delivered By Vendor

_____ Date

_____ Purchasing Agent

CODE OF ORDINANCES:

Section 2-66. Emergencies:

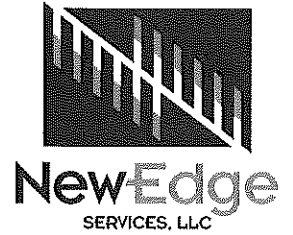
Shall be limited to conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein the public health or safety is endangered.

Section 3-4. Tear Downs:

When the occasion arises and equipment must be "broken down" to determine the exact problem and what parts will be needed, the City shall not require separate bids or quotes for the parts if they are over the \$500.00 limit. However, approval from the Department Head is required prior to repair. It should not be expected of a repair shop to do the labor and allow the City to gather bids or quotes from competitors for parts. Therefore the City will allow on these rare occasions an exception to the bid rule as stated in Section 4 of this purchasing manual.

**FAILURE TO FILL OUT PURCHASE REQUISITION COMPLETELY WILL RESULT IN REQUEST
BEING RETURNED TO DEPARTMENT**

INVOICE



INVOICE TO:

Robert Newell
18-045 - Ardmore Hosting (2018-2021)
320 E Street NW
Ardmore, OK 73401 USA

INVOICE # 2096
DATE 08/13/2020
TERMS Net 30
PO 082118a-bc

DESCRIPTION	AMOUNT
Year 6 of Hosting Services 08/2020 - 08/2021	25,000.00
<hr/>	
BALANCE DUE	\$25,000.00

Please note:

IF EFT is not being used, please send payment to:

NewEdge Services, LLC
9191 Kyser Way, Suite 103
Frisco, Texas 75033