

CITY OF ARDMORE
Information Technology Department

Council Letter No. 4965
Meeting Date: September 8th, 2020

Ardmore Public Works Authority
City of Ardmore, Oklahoma

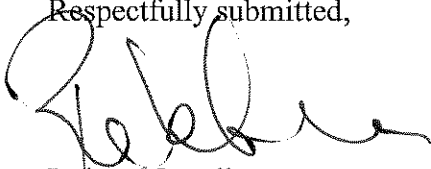
RE: Agreement Renewal - Hosting Services for City Works Application

Dear Trustees:


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 APWA will pay \$16,000 and the City will pay the remainder. This is a budgeted item in the 20/21 fiscal year.

Respectfully submitted,



Robert Newell
Director of Information Technology

Reviewed by: 

Department: I.T.

CITY OF ARDMORE PURCHASE REQUISITION

Phone (580) 221-2548

Department Account Number: _____

Date: 9/1/2020 Date Required: _____

Deliver to: 317 Veterans Blvd 23 S. Washington

Amount:

Required:

\$0 - \$499

No Quote

\$500 - \$999

3 Verbal Quotes

\$1,000 - \$7,499

3 Written Quotes

\$7,500 and up

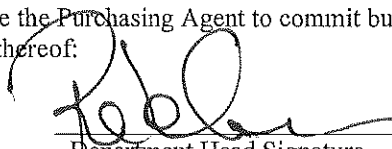
Must be Bid. C/C Approval.

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

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

NOTES/COMMENTS:

9/1/2020
Date


Department Head Signature

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:

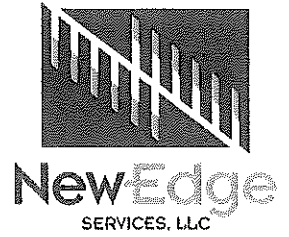
Section 2-66. Emergencies:

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