



**MEMORANDUM
OFFICE OF THE COMMISSIONER OF FINANCE
CITY OF SARATOGA SPRINGS**

**MICHELE MADIGAN
COMMISSIONER OF FINANCE**

TO: Commissioner John Franck

CC: Deputy Commissioner Sharon Kellner-Byrnes
Stephani Voigt, Purchasing
~~Marilyn Rivers, Risk and Safety~~

FROM: Commissioner Michele Madigan *MM*

DATE: November 10, 2013

RE: Award of Bid: IFB 2014-23

The City of Saratoga Springs Department of Finance, IT Department is requesting to add to the November 18, 2014 City Council Agenda, the award of bid for the Workstation Backup System, as detailed in IFB 2014-23, to Code42.

Code42 was chosen as the bidder submitting the most qualified bid.



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS

474 Broadway - City Hall
Saratoga Springs, New York 12866

Telephone 518-587-3550
Fax 518-587-6512

JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-BYRNES
DEPUTY COMMISSIONER

Award/Extension of Bid Sign-Off Form

Award of Bid

Prior to an award of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- budget line item **must** be identified and indicated below.

Extension of Bid

Prior to an extension of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the extension of bid be placed on Commissioner Franck's agenda; and
- A copy of the page from the previous year's bid showing the bid can be extended; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor continues to meet all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an extension of bid; and
- budget line item **must** be identified and indicated below.

Department That Owns Award/Extension of Bid: Finance / IT Department

Project or Item Being Awarded: IFB 2014-23 Workstation Backup System

Item Being Extended: _____

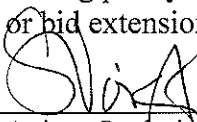
Vendor Who Won the Bid: Code42

Budget Line Item: A3021692 52230 \$24,425

Budget Line Item: A3021694 54720 \$7,000

Budget Line Item: A3021692 52600 \$8,000

Assistant Purchasing Agent: Purchasing policy has / has not been followed in the selection of the winner of the bid or bid extension.

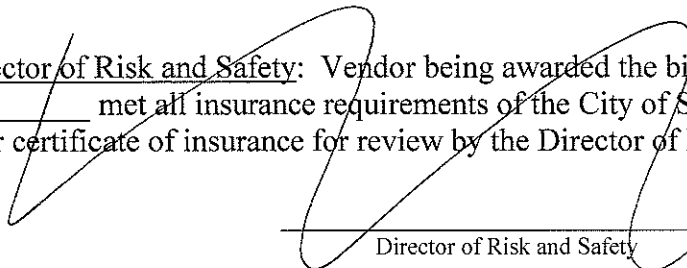


Assistant Purchasing Agent

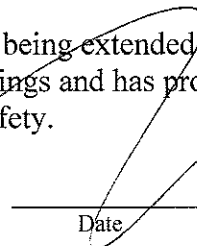
11/10/14

Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has / has not met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.



Director of Risk and Safety



Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**

Workstation Backup System 2014-23

Code42

1 Main Street SE #400, Minneapolis, MN 55414
612-270-3529
Gabe Restrepo
gabe.restrepo@code42.com

\$39,425.00

Systems Management Planning Inc

1020 John Street, West Henrieta, NY 14586
518-435-0803
Douglas Kelly
dkelly@smp-corp.com

\$52,523.82