

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: March 19th 2019	ITEM TIME:
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FROM:	Jason Nettles
TODAY'S DATE:	March 11, 2019
AGENDA TITLE:	COMMUNICATIONS CENTER WORKSTATIONS- XYBIX PSA

CHECK ONE THAT APPLIES TO YOUR ITEM:
<input checked="" type="checkbox"/> X ACTION ITEM
<input type="checkbox"/> DIRECTION
<input type="checkbox"/> INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:
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Approval of and authorization for the Chair to sign the Professional Services Agreement between Routt County and Xybix Corporation for the move of 4 workstations and the purchase and installation of 2 new workstations

II. RECOMMENDED ACTION:

Motion to approve of and authorization for the Chair to sign the Professional Services Agreement between Routt County and Xybix Corporation.
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III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
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PROPOSED REVENUE: None

PROPOSED EXPENDITURE: \$50,847.76
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FUNDING SOURCE: Communications Pool Fund Fund Balance
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IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

N/A

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V. BACKGROUND INFORMATION:
<p>Routt County Communications purchased furniture for four (4) workstations in 2012 (RFP #248) from Xybix Systems, Inc., Littleton, CO, for use in the existing Communications Center. An inspection of this furniture conducted in early 2018 indicated that it was well maintained, in good shape, and could still be used by the dispatchers. We needed replacement parts and maintenance several times since procurement of the original furniture and Xybix has been very responsive and accommodating to our needs.</p> <p>There are 4 major manufacturers of communications center furniture. Research indicates that none of the vendors provide exactly the same finishes, components, accessories, etc. They are all custom made to order. This furniture is manufacturer-specific and not available from other sources.</p> <p>Because the existing workstation furniture is in excellent shape, the most effective, efficient, and fiscally responsible course of action is to procure the necessary matching furniture from the same manufacturer (Xybix Systems, Inc.) of the existing furniture. This proposal also includes installation services as well as moving and re-installing the existing furniture to the new communications center in the CLEF building. This purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6th Edition, Section 3.3 "Waiver of the Formal Purchasing Process" as to the following criteria:</p> <ul style="list-style-type: none">• A particular part, material or service is required to maintain standardization or compatibility as a part of an existing integrated system.• A particular material or item is required to match existing materials to produce visual harmony.
VI. LEGAL ISSUES:
<p>The Professional Service Agreement has been reviewed and stamped off by the County Attorney. The authorization to sign the Purchase Order was completed on Feb 5th 2019 by the Commissioners. This Agreement details the responsibilities of each party regarding this scope of work.</p>
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:
<p>None</p>
VIII. SUMMARY AND OTHER OPTIONS:
<p>We recommend the Board of County Commissioners approve the Professional Services Agreement and authorized the Chair to sign the Agreement with Xybix Systems, Inc. for \$50,847.76</p>