



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: November 10, 2020

RE: **Exempting the Procurement of the Annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support from Huber & Associates, Inc. for the Police Department from the Competitive Bidding/Written Quotation Requirements of the Ketchikan Municipal Code**

The motion detailed below was prepared at the request of Police Chief Joe White, who asked that it be placed before the City Council for consideration at its meeting of November 19, 2020. If adopted, the motion provides for exempting the procurement of the annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support for the Police Department from the competitive bidding/written quotation requirements of the Ketchikan Municipal Code and authorizing the acquisition of such software licensing and maintenance support at a cost of \$12,205 from Huber & Associates, Inc.

Subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code provides for exempting the purchase of such support services from competitive bidding/quotations when:

“Supplies, materials, equipment or contractual services which should be purchased from a specific source in order to prevent incompatibility with previously purchased supplies, materials, equipment or contractual services. For the purpose of this paragraph, the term ‘incompatibility’ is defined as:

- (A) The inability to interconnect, combine, interchange, or join; or
- (B) That which causes substantial duplication in maintenance, expertise or training or in the stocking of parts, materials, supplies or replacements. Any purchase which is to be excluded from competitive bidding by authority of this subparagraph which exceeds \$10,000, must first be approved by the council.”

The rationale for the exemption is detailed in Chief White's transmittal memorandum and needs no elaboration on the part of my office. I concur with the Police Chief's recommendation.

Chief White will be attending the City Council meeting of November 19, 2020, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

Pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, it is recommended that the City Council adopt the motion exempting the procurement of the annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support for the Police Department from the competitive bidding and written quotation requirements of the Ketchikan Municipal Code; authorizing the City Manager to enter into an agreement for annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support with Huber & Associates, Inc. in an amount not to exceed \$12,205; and approving funding from the E911 Central Communications Division's 2020 Software and Equipment Maintenance Services account (Account No. 635.04).

Recommended Motion: Pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, I move the City Council exempt the procurement of the annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support for the Police Department from the competitive bidding and written quotation requirements of the Ketchikan Municipal Code; authorize the City Manager to enter into an agreement for annual Records Management System and Computer Aided Dispatch Software Licensing and Maintenance Support with Huber & Associates, Inc. in an amount not to exceed \$12,205; and approve funding from the E911 Central Communications Division's 2020 Software and Equipment Maintenance Services account (Account No. 635.04).



MEMORANDUM

TO: Karl Amylon, City Manager

FROM: Joseph White, Chief of Police

DATE: November 10, 2020

SUBJECT: Huber & Associates, Inc.

Attached is invoice CW165177 from Huber & Associates, Inc. dated October 21, 2020 for the amount of \$12,205.00. This billing covers the annual licensing and maintenance fee for the Records Management System (RMS) and Computer Aided Dispatch (CAD) software which has been accounted for in the 2020 Dispatch/Central Communications budget. This is proprietary software belonging to Huber & Associates, Inc., so there are no other vendors available. I request that pursuant to Ketchikan Municipal Code Section 3.12.50(a)(6) this be brought before the City Council recommending payment of the invoice.

Huber & Associates, Inc.
1400 Edgewood Drive
Jefferson City, MO 65109
(573) 634-5000



Date	Invoice
10/21/2020	CW165177
Account	
KETCH01	

Bill To:
Ketchikan Alaska Police Dept Attn: Joseph White 334 Front Steet Ketchikan, AK 99901 United States

Ship To
Ketchikan Alaska Police Dept 334 Front Steet Ketchikan, AK 99901 United States

Terms	Due Date	PO Number	Reference	
Due Upon Receipt	10/21/2020			
If you have any questions regarding this invoice, please call Shelly Bax at 573-634-5000.				

Other Charges	Quantity	Price	Amount
Downpayment Invoice			12,205.00
Total Other Charges:			12,205.00
Enterpol License Term: 12/1/20 - 11/30/21 Enterpol 1-25 = 25 x \$340 = \$8500 Enterpol 26-50 = 13 x \$285 = \$3705			
Make checks payable to Huber & Associates, Inc.		Invoice Subtotal:	12,205.00
		Sales Tax:	0.00
		Invoice Total:	12,205.00
		Payments:	0.00
		Credits:	0.00
		Balance Due:	12,205.00