

**RESOLUTION NO. 19-49**

**CITY OF MILLBRAE, COUNTY OF SAN MATEO  
STATE OF CALIFORNIA**

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**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE AUTHORIZING THE CITY MANAGER OR DESIGNEE TO (1) EXERCISE THE TWO REMAINING ONE-YEAR CONTRACT OPTIONS TO THE AGREEMENT FOR PROFESSIONAL SERVICES WITH STEPFORD, INC. FOR INFORMATION TECHNOLOGY SUPPORT AND RELATED SERVICES IN AN AMOUNT NOT-TO-EXCEED \$150,000 PER YEAR FOR BASE SERVICES (2) EXECUTE ADDENDA IN AN AGGREGATE AMOUNT NOT-TO-EXCEED \$50,000 PER YEAR FOR ADDITIONAL SERVICES OVER THE TWO OPTION PERIODS, AND (3) AUTHORIZE PURCHASES OF SOFTWARE, HARDWARE, AND RELATED TECHNOLOGY ITEMS FROM STEPFORD, INC. IN AN AGGREGATE AMOUNT NOT-TO-EXCEED \$100,000 PER CONTRACT YEAR**

**WHEREAS**, the City of Millbrae (City) desires support for information technology, network, and related services; and

**WHEREAS**, the City finds that contracting this service to a third party has resulted in improved depth of knowledge and experience, as well as a larger team to avoid impacts due to absence; and

**WHEREAS**, Stepford, Inc. (Stepford) has provided information technology support and related services to the City since 2015, and has represented the City in procurement of hardware, software, and related technology items; and

**WHEREAS**, on July 1, 2017, the City executed an Agreement for Professional Services with Stepford for information technology services with a one year base term and three option terms of one year each (Agreement) ; and

**WHEREAS**, in June 26, 2018, the City exercised its first one-year option term in an amount not-to-exceed \$150,000 per year; and

**WHEREAS**, the City desires to exercise its second and third one-year option terms in a base amount not-to-exceed \$150,000 per year; and

**WHEREAS**, Stepford's services under the Agreement includes making certain technology purchases on behalf of the City, requiring the City to compensate Stepford for those purchases; and

**WHEREAS**, the technology procurements may exceed the City Manager's procurement authority; and

**WHEREAS**, the City desires the City Manager to have additional flexibility to enter into addenda or additional agreements with Stepford in the event of unanticipated needs for information technology services, and for large technology procurements.

**NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE** authorizes the City Manager or designee to:

1. Exercise the two remaining one-year contract options to the Agreement for Professional Services with Stepford, Inc. for information technology support and related services in an amount not-to-exceed \$150,000 per year for base services
2. Execute addenda in an aggregate amount not-to-exceed \$50,000 per year for additional services over the two options periods for the period of July 1, 2019 through June 30, 2021;
3. Authorize purchases of software, hardware, and related technology items from Stepford, Inc. in an aggregate amount not-to-exceed \$100,000 per year over the two options periods for the period of July 1, 2019 through June 30, 2021;

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of June 2019.

  
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Mayor

ATTEST:

Elena D. Suarez 6/25/19  
City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 25th day of June 2019, by the following vote:

AYES:	COUNCILMEMBERS:	Lee, Holober, Schneider, Oliva and Papan
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

Elena D. Suroso  
CITY CLERK