



Administrative Report

H.5., File # 24-1627

Meeting Date: 11/19/2024

To: MAYOR AND CITY COUNCIL
From: STEPHANIE MEYER, INTERIM FINANCE DIRECTOR

TITLE

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH SNAILWORKS, LLC FOR POSTAL BALLOT MAIL TRACKING SERVICES FOR THE MARCH 4, 2025 GENERAL MUNICIPAL ELECTION IN AN AMOUNT NOT TO EXCEED \$2,500 AND THE TERM NOVEMBER 15, 2024 TO NOVEMBER 14, 2025
2. APPROVE AN AGREEMENT WITH SAFETYCENTRIC, INC. FOR LOW VOLTAGE CABLING AND TELECOMMUNICATIONS/DATA CENTER SERVICES IN AN AMOUNT NOT TO EXCEED \$30,000 AND THE TERM NOVEMBER 19, 2024 TO NOVEMBER 18, 2026
3. APPROVE AN AGREEMENT WITH STREAMLINE AUTOMATION SYSTEMS, LLC TO PROVIDE SOFTWARE FOR FIRE INSPECTIONS IN AN AMOUNT NOT TO EXCEED \$16,183 AND THE TERM NOVEMBER 22, 2022 TO NOVEMBER 21, 2025
4. APPROVE AN AGREEMENT WITH AVANTPAGE, INC. FOR SPANISH LANGUAGE TRANSLATION SERVICES FOR THE MARCH 4, 2025 GENERAL MUNICIPAL ELECTION BALLOT MATERIALS AT A RATE OF \$75 PER HOUR (FOR A TOTAL ESTIMATED EXPENDITURE OF \$5,000) AND THE TERM NOVEMBER 19, 2024 TO DECEMBER 18, 2025

EXECUTIVE SUMMARY

Approve Contracts Under \$35,000

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt & Signature - SnailWorks, LLC
- Insurance - SnailWorks, LLC
- Agmt - SafetyCentric, Inc.
- Agmt, Signature, & Insurance - Streamline Automation Systems, LLC
- Agmt - Avantpage, Inc.

- Insurance - Avantpage, Inc.