

CITY OF FARMINGTON  
INTER-OFFICE MEMORANDUM

TO: Mayor Duckett and City Council

FROM: Kristi Benson, CPPO, CPPB  
Chief Procurement Officer

DATE: February 20, 2019

SUBJECT: Report Management Software, RFP #19-128917

USING DEPARTMENT: Fire Department

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A proposal opening was held on October 30, 2018 for Report Management Software. One (1) offers was submitted.

The name of the business submitting the sole response is ImageTrend, Inc., Lakeville, Minnesota.

The Central Purchasing Department concurs with the recommendation from the evaluation committee to award the contract to ImageTrend, Inc. as a qualified firm submitting the only responsive proposal which is deemed to be advantageous and in the best interest of the City. The single response documentation memo is attached. Award is based on the pricing schedule for services as required. The In-State or Veterans preference was not given. The bidder did not qualify for the In-State or Veterans preference.

Kristi Benson (Presenter)  
Council Meeting – February 26, 2019 Close/Reopen

Copy to:  
Teresa Emrich, Acting Administrative Services Director  
Terry Burke, Fire Department Chief  
File – 19-128917 ct

Evaluation Committee:  
Robert Sterrett, Fire Department Captain  
Bobby Kimball, GIS Supervisor  
Mark Mordecki, Fire Department Engineer  
Jeremy Tally, Fire Department IT Technician  
Cameron Kautzman, Fire Department Lieutenant