

Information to be included in all Legislation authorizing entering into a Contract:

1. **The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No.-Exp. Date</u>	<u>City/State</u>	<u>Status</u>
Tokay Software, Inc.	CC000249-4/5/18(updating)	Framingham, MA	MAJ

2. **What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**

RFP process was used. Proposals were received on December 4, 2015.

3. **List the ranking and order of all bidders.**

1. Tokay Software, Inc. – only bidder

4. **Complete address, contact name, phone number, and e-mail address for the successful bidder only.**

Tokay Software, Inc.
PO Box 2439
Framingham, MA 01701
(508) 788-0896
Lora Peers
Lora@tokay.com

5. **A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract. The planning area should also be listed as well as any street or neighborhood names.**

The purpose of this agreement is to provide data management software and support for the Backflow Compliance Office (BCO). The BCO currently uses Tokay SQL software as an integral part of its regulatory compliance program overseeing the entire Division of Water service area. The database management system allows the BCO to track the existence of more than 35,000 known potentially hazardous cross-connections, track the annual testing of required backflow prevention devices, and manage the mailing of annual notices to nearly 22,000 customer premises.

New functionality now allows the on-line submittal to the BCO of required annual test reports by approved testers. Previously test reports were faxed or e-mailed. On-line submittal of test reports (web site hosted by the vendor) is expected to improve the effectiveness of the office's regulatory enforcement, improve service to our customers and stakeholders, and reduce the volume of paper used by our office.

Recent revisions to the Ohio Administrative Code require the Division of Water to become more proactive in surveying properties to identify potentially hazardous cross-connections. The database management system will be an integral part of tracking this effort.

This agreement provides for the licensing and technical support necessary to effectively utilize the database management system for the next ten years. First year costs include the addition of additional licenses and datasets and a 3-day on-site training workshop to expand the office's utilization of the system. Annual costs are prorated for the period between June

2, 2016 and February 28, 2017. In subsequent years of the contract services to be provided are based on licensing, system maintenance, support of the database management system and hosting of the online test submittal web site.

6. A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

This contract is for approximately 10 years beginning on June 1, 2016 through February 28, 2026. Funds must be authorized annually. The first year was from June 1, 2016 through February 28, 2017. The second year was from March 1, 2017 through February 28, 2018. The third year was from March 1, 2018 through February 28, 2019. This Ordinance will be for year 4 - March 1, 2019 through February 29, 2020. Subsequent phases will be annual running from March 1 through the following February 28.

7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.

Use of database management software is essential to the task of tracking and enforcing compliance with the cross-connection control requirements of City Code 1113.01, DPU Rule and Regulation 09-02 and Ohio Administrative Code 3745-95. The volume and complexity of the information handled could not be effectively managed without a specialized system. Addition of the on-line backflow prevention assembly test submittal is expected to greatly expedite the processing of test submittals. Reduction of the processing backlog will greatly reduce the likelihood of sending erroneous past-due notices when tests have been submitted but not processed. On-line submittal is also expected to significantly reduce the volume of paperwork processed by the BCO. Prior to implementation of the on-line submittals 35,000 1 page reports were printed and stored annually. Under the new system all of these reports will be received and stored electronically.

8. An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

The maximum obligation of the proposed agreement is \$451,412.50 over the 10-year life of the contract which includes a 20% contingency amount for the number of backflow prevention assembly test reports submitted to the Backflow Compliance Office. The first phase of the agreement has a maximum obligation of \$43,262.50. Subsequent annual phases of the agreement have maximum annual obligations of \$45,200/yr.

Future contract modifications are anticipated to customize the functionality of the database management system to the changing needs of the Backflow Compliance Office as a result of recent changes to the Ohio Administrative Code 3745-95. Modifications are anticipated to cost less than \$50,000.

Cost summary:

Initial year contract	\$43,262.50
Estimated annual renewal (years 2-10)	\$45,200.00*9
Future Anticipated Needs	<u>\$50,000.00</u>
TEN YEAR CONTRACT TOTAL	\$500,062.50

9. Sub consultant information

No sub consultants will be used.

Ordinance Number 2733-2018

PO015239

Tokay Software Inc. for Software Services

<u>ORDINANCE #/DATE</u>	<u>AMOUNT</u>	<u>CEILING CONTRACT AMOUNT</u>	<u>CITY DOCUMENT NUMBER</u>
0783-2016, 4/18/16	43,262.50	43,262.50	PO015239
3382-2016, 1/30/17	45,200.00	88,462.50	PO059708
2855-2017, 1/4/18	45,200.00	133,662.50	PO097510
2733-2018, TBD	45,200.00	178,862.50	TBD