

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Increase the Contract Amendment Authority for KDH Consulting, Inc. to a Total Contract Amount of \$200,000 to Provide Network and Help Desk Support
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Karen Mast, IT Manger
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

On March 9, 2020, the City Manager executed a contract with KDH Consulting, Inc. for advanced network support. Staff is requesting that the City Council authorize the City Manager to increase the existing KDH Consulting, Inc. Contract #9588 to a not to exceed total amount of \$200,000.

KDH Consulting, Inc. has been providing advanced network support to augment the City's Network Administrator position since March 2020. During the COVID-19 pandemic, IT staff has responded to increased Help Desk requests for remote work technology with limited staff to address the issue. This unprecedented backlog of service requests requires additional resources and staffing to address. Staff is requesting to extend the services provided by KDH Consulting, Inc. to cover IT responses to COVID-19, remote work, email retention system issues, general network needs and covering the Help Desk due to staff vacancies.

In accordance with Shoreline Municipal Code (SMC) Section 2.60.040 D1(c), City Council approval is required for this contract amendment because the requested contract increase amount exceeds the City Manager's contract change order/amendment authorization limit of \$100,000.

**RESOURCE/FINANCIAL IMPACT:**

In accordance with City Purchasing requirements, staff executed Amendment 1 to increase the contract amount by \$19,000 from \$26,000 to a not to exceed amount of \$45,000. Amendment 2 increased the contract amount by \$30,000 from \$45,000 to a not to exceed amount of \$75,000 and extended the end date from December 31, 2020 to December 31, 2021. Amendment 3 was executed on July 21, 2021, to increase the contract amount by \$40,000 from \$75,000 to a not to exceed amount of \$115,000. Amendment 4 will increase the contract amount by \$85,000 from \$115,000 to a new not to exceed amount of \$200,000 and extend the end date from December 31, 2021 to

December 31, 2022. Between the IT Budget and the Federal Cares Act Reimbursement there is sufficient funds to cover the new not to exceed amount.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to increase the current Network and Help Desk Support contract with KDH Consulting, Inc. by \$85,000 from \$115,000 to \$200,000.

**ATTACHMENTS:**

Attachment A: KDH Consulting, Inc. Contract Amendment 9588.04

Approved By:           City Manager ***DT***   City Attorney ***MK***



**FOURTH AMENDMENT TO CONTRACT FOR SERVICES  
(ORIGINAL CONTRACT NUMBER: 9588)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and KDH Consulting, Inc. on March 9, 2020; and said agreement was last amended on July 21, 2021.

Whereas the parties desire to amend said agreement once again in order to reflect a change of circumstances, to wit: increase the not to exceed amount to \$200,000 and extend the term of the contract to December 31, 2022

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. Existing Agreement Amended:**

The City and KDH Consulting, Inc. entered into an agreement on March 9, 2020 identified as: Agreement for Services - Advanced Network Support.

The City and KDH Consulting, Inc. have amended this agreement on three (3) occasions with amendments dated October 28, 2020, December 30, 2020 and July 21, 2021.

The parties hereby amend the original agreement as amended.

**2. Amendment to Existing Agreement:** The agreement is amended in the following respect(s):

Section 2(A) Compensation is increased by \$85,000 for a not to exceed amount of \$200,000.

Section 3(A) Term shall end on midnight on the 31<sup>st</sup> day of December 2022.

**3. Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CITY OF SHORELINE**

**CONSULTANT**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Title:

Title: