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City of Providence, Rhode Island Office of the Internal Auditor

August 7, 2014

Ms. Lori Hagen
City Clerk
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Ms. Hagen:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- *City Archivist* – Approval of five-year extension of contract with Iron Mountain for the offsite storage of municipal records in an amount not to exceed \$21,000.
- *Law Department* – Approval of a contract with West Payment Center for access to online research and books for fiscal 2015 in an amount not to exceed \$36,000.
- *Providence Emergency Management Agency (PEMA)* – Approval of Change Order #1 in amount of \$25,000 to W.B. Mason for the purchase furniture at the Emergency Operations Center.

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", written over a horizontal line.

Matthew M. Clarkin, Jr.
Internal Auditor

Cc: Alan Sepe, Director of Operations
Francisco Ramirez, Director of Purchasing
Yvonne Graf – Chief of Staff – City Council
Jim Lombardi, City Treasurer



CITY OF PROVIDENCE

Angel Taveras, Mayor

August 5, 2014

The Honorable Angel Taveras
Chairman, Board of Contract and Supply
City Hall
Providence, RI 02903

Dear Mayor Taveras,

The Providence Emergency Management Agency (PEMA) has completed the construction of the newly built Emergency Operations Center (EOC) & Training Center expansion project. The next and final phase, prior to being fully operational, is the procurement of furniture for the Training Center.

On April 7, 2014 the Board of Contract and Supply approved a total of \$40,000 for the purchase of furniture from W.B. Mason.

Both the City of Providence and W.B. Mason are members of the Cooperative Purchasing Network ("TCPN") which assists public agencies and non-profits reap the benefits of national leveraged pricing, with no cost to the member. TCPN leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting proposals and awarding contracts for commonly purchased products and services.

Under the TCPN contract we request to increase the amount by \$25,000 for furniture from W.B. Mason not to exceed \$65,000. Funding is from the PEMA budget.

Respectfully Submitted,



Peter T. Gaynor
Director

PROVIDENCE EMERGENCY MANAGEMENT AGENCY + OFFICE OF HOMELAND SECURITY

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