



500 West Big Beaver  
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troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: January 10, 2022



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Accounting Manager  
Alex Bellak, Information Technology Director  
Brian Goul, Recreation Director  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 7: Proprietary Maintenance Service Contract –  
Vermont Systems Recreation and Parks Software

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### **History**

- The Recreation Department has used Vermont Systems Recreation and Parks Software, including RecTrac and WebTrac, for our Recreation Software Management since the mid 1990's.
- The Vermont System's software provides activity registration, pass management, facility and pavilion registrations, POS sales, league management, and reporting module.
- *Vermont Systems, Inc. of Essex Junction, VT* is the manufacturer of all of the software used for these tasks and the sole provider of ongoing software maintenance and updates.
- The Vermont Systems maintenance contract has now exceeded \$10,000 on an annual basis due to software maintenance cost increases and the addition of an additional module.
- The IT Department maintains the software and works with Vermont Systems for updates and software support.

### **Purchasing**

It is in the best interest of the City to waive the bid process and continue to utilize the existing Vermont Systems Recreation and Parks software.

### **Financial**

Funds are budgeted and available in the Community Center operating budget, account number 101.752.31.755.7740.010.

### **Recommendation**

City management, in the best interest of the City, recommends waiving the formal bidding procedures and requests authorization to award the proprietary maintenance service contract to *Vermont Systems, Inc., of Essex Junction, VT* to provide software maintenance for RecTrac and WebTrac for an estimated amount of \$10,182.58. City management further requests the authorization of the *ongoing* usage of the Vermont Systems proprietary software as needed by the Recreation Department.