



Cover Memorandum/Staff Report

File #: 24-741

Agenda Date: 6/4/2024

Item #: 6.L.1.

TO: Mayor and Commissioners
FROM: Samuel Metott, Director, Parks and Recreation
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 4, 2024

APPROVAL OF RESOLUTION NO. 106-24 TO AWARD A CITY STANDARD AGREEMENT WITH RECTRAC, LLC DBA VERMONT SYSTEMS, INC., TO PURCHASE PARK AND RECREATION MANAGEMENT SOFTWARE IN THE AMOUNT OF \$217,257.45

Recommended Action:

Motion to approve Resolution No. 106-24 to award a City Standard Agreement with Rectrac, LLC DBA Vermont Systems, Inc., to purchase park and recreation management software in the amount of \$217,257.45

Background:

Rectrac, LLC DBA Vermont Systems, Inc. (Rectrac) has provided park and recreation management software since 2018. The Parks & Recreation Department was notified that Vermont Systems will begin removing the current credit card processor, Plug N Pay, the interface with RecTrac and WebTrac. This requires Parks and Recreation to purchase new credit card readers and utilize Paytrac for payment services. The PayTrac payment service is the single source payment processing solution that is fully integrated for payment processing across all Vermont Systems application software.

On June 14, 2023, Rectrac was approved as a City Standard for a period of five (5) years. We are requesting to enter into an agreement to provide management software and update to the newest credit card processors and payment services to avoid interruptions and provide a seamless transition.

The cumulative contract value for the additional Paytrac services is provided below:

Estimated Contract Value:		
Additional Product	June 2024 - June 2027	\$34,354.45
Renewal Year 1	June 2027 - June 2028	\$11,451.50
Renewal Year 2	June 2028 - June 2029	\$11,451.50
	Total:	\$57,257.50

The total contract value for all Rectrac services is provided below:

Estimated Contract Value:		
All Products Combined	June 2024 - June 2027	\$130,354.45
Renewal Year 1	June 2027 - June 2028	\$43,451.50
Renewal Year 2	June 2028 - June 2029	\$43,451.50
	Total:	\$217,257.45

The City, at its sole discretion reserves the right to terminate this Agreement with or without cause immediately upon providing written notice to Contractor. Upon receipt of such notice, the Contractor shall not incur any additional costs under the Agreement. The City Shall be liable only for the reasonable costs incurred by the Contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

ATTACHMENTS:

1. Legal Review Checklist
2. Paytrac_Service Agreement
3. Res No. 106-24
4. Approved City Standard

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding will be spread amongst all divisions of Parks and Recreation
 001-39-000-539.52-27; Cemetery
 001-72-000-572.52-20; Administration
 001-72-720-572.52-27; Aquatics
 001-72-731-572.52-27; Out of School
 001-72-732-572.52-27; Teen Center
 001-72-733-572.52-27; Athletics
 001-72-734-572.52-27; Community Center
 001-72-735-572.52-27; Veterans Park
 001-72-736-572.52-27; Pompey Park
 001-72-737-572.52-27; Catherine Strong
 001-74-000-574.52-27; Special Events

Timing of Request:

Timely approval is requested.