

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETINGS
MEETING DATE(S): February 12 & 17, 2026
FROM: Kurt Kettenacker, IT Manager
FOR: ACTION X DIRECTION _____ INFORMATION _____

CONTRACT AMENDMENT WITH INTELESYS COMMUNICATIONS SERVICES FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to approve the contract amendment, increasing the contract scope and not-to-exceed (NTE) amount from \$125,544.44 to \$259,615.39 (includes a 10% contingency), with Intelesys Communications Services for Information Technology (IT) Professional Services for the remainder of the current contract ending June 30, 2026.

SUMMARY

Intelesys Communications Services, the District’s IT managed service provider, is also an IT equipment and service reseller. The District has 3 upcoming projects Intelesys could bid upon. However, the current contract’s scope and NTE amount limits their competitiveness because, even with lowest bid, it would delay the projects while amendments are submitted to the Board for approval. Increasing the NTE and contract scope now prevents project delays that may only apply to Intelesys while adhering to the District Procurement Policy.

ANALYSIS

The District is planning to complete 3 projects in the current fiscal year that Intelesys may be able to bid upon:

- 1) Phone system replacement with an estimated cost of \$11,149.82
- 2) Network infrastructure upgrade with an estimated maximum hardware cost of \$64,376.32
- 3) Server upgrade with an estimated cost of \$46,356.54

At the current level of work and monthly billing, the Intelesys contract is expected to have less than \$1,000 remaining in the current NTE for this fiscal year.

Therefore, including these projects in the allowable contract scope and increasing the NTE by \$134,070.95 (including 10% contingency) will allow them a competitive opportunity for these projects without resulting in delays.

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$0	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Innovation & Technology	
BID/Job#	674	
Current BID/Job balance	355,360.36	
Balance remaining if approved:	N/A	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no unexpected fiscal impact as these projects were already budgeted for in the current fiscal year budget and this action does not guarantee these projects will be awarded to Intelesys. This action aligns with Strategic Plan Goal No. 6.1 embrace technological solutions.

ATTACHMENTS

- 1. Contract Amendment No. 1 - Intelesys Communications Service