

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: October 11, 2018

TO: Tom Almonte
Managing Director of Public Services

FROM: Amie Merren
Purchasing Agent

SUBJECT: Cellular Phone Policy

As per Administrative Policy 13-01 the Purchasing Department has established contracts with three vendors for Citywide Cellular Services. All the contracts (AT&T, Sprint and Verizon) are cooperative purchases through the State of Michigan MDeal Program. A list of the cellular carriers with their respective contact information has been provided below. Departments are expected to identify a vendor from this list to provide cellular service.

The stipend for employees with BYOD (Bring Your Own Device) Smart Phones is calculated based on the City's lowest contract rate for an individual plan consisting of 400 minutes, unlimited data and unlimited messaging minus ten (\$10) dollars which is the amount employees with a City issued device are asked to reimburse the City.

The City's lowest contract rate for an individual plan that includes 400 anytime minutes, unlimited data and unlimited messaging is currently offered by Sprint at a rate of \$44.99/month. The current stipend rate has been calculated at \$34.99.

MA #, Bid File #, State Contract #	Vendor	Contact Name	Phone	E-mail
MA233 16000180 915-77-11-A #071B4300011	Sprint	Michael Rothley	(616) 299-4995	michael.rothley@sprint.com
MA233 16000181 915-77-11-B #071B4300006	AT&T Mobility	Matt Green	(616) 719-9107	mg2818@att.com
MA233 16000178 915-77-11-C #071B5500078	Cellco/Verizon	Danielle Galloway	(517) 881-6644	Danielle.galloway@verizonwireless.com

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