



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Information Services Department

DATE: July 20, 2009
BOARD MEETING DATE: August 25, 2009
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Chris Flatmoe, CIO/Director Information Services
SUBJECT: Agreements with Access Communications, Cal Coast Telecom,
and Cirrus Solutions for voice and data installation cabling services

RECOMMENDATION:

Adopt a Resolution authorizing the Purchasing Agent to use Access Communications, Cal Coast Telecom, and Cirrus Solutions, as copper and fiber cable installation providers for the term August 28, 2009 to August 27, 2012, with a total fiscal obligation not to exceed \$500,000.

BACKGROUND:

In April of 2006, Purchasing released RFP #1172 to select three cabling vendors to provide the County with cabling assistance on small project-based wiring infrastructure jobs within the County under a master \$500,000 contract. This program has proven to be very successful resulting in a decrease in staff time for processing contracts, faster response to departmental requests for service and a level of standardization within the physical infrastructure.

In July of 2009, ISD issued RFP #ISD1800 to select the top three vendors for another three-year period for small project wiring jobs. Qualities of workmanship, labor support, and materials costs, as well as experience working with government agencies, were some of the criteria used in the evaluation process.



DISCUSSION:

With your Board's approval, ISD would again like to be able to select from three pre-approved vendors for copper and fiber cable installation projects. Using this proven method, ISD will have the option of contracting from these three companies. This Resolution would allow ISD to choose either Access Communications Inc, Cal Coast Telecom, or Cirrus Solutions, without having to use the Request for Proposal process or submitting a sole source justification for each agreement, thereby saving the County time and money by operating more efficiently. This Resolution will not apply to capital projects and would be limited in contract size to under \$50,000. The recommended vendors are compliant with the County's Equal Benefits and Jury Compliance ordinances and will submit their proposals for future projects using the County's standard agreement, either long or short form, depending on the cost of the proposed work.

The Contractors have assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination, and equal benefits. County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by permitting the installation of voice and data services in an expeditious manner and will help customers meet their goals on-time and on budget.

Performance Measure(s):

| Measure | FY 2008-09 Actual | FY 2009-10 Projected |
|---|------------------------------|---------------------------------|
| Percent of medium and large IT projects that are completed on time | 85% | 85% |
| Percent of medium and large IT projects that are completed within budget | 90% | 90% |

FISCAL IMPACT:

The total obligation for this Resolution is not to exceed \$500,000. Funding for cable installation services will come from departmental appropriations and costs will be charged to the appropriate department through the ISD work authorization process. There is no obligation on the part of the County to purchase any amount of services as a result of this action.

REQUEST FOR PROPOSAL # ISD1800 PROCESS MATRIX

| | | |
|----|--|--|
| 1. | General description of RFP | Voice and Data Installation Cabling Services |
| 2. | List key evaluation criteria | Certifications/Licensure Qualifications of Staff Quality of Workmanship Labor Support Materials Costs Experience working with Government Agencies Compliance with County Requirements |
| 3. | Where advertised | County of San Mateo Website |
| 4. | In addition to any advertisement, list others to whom the RFP announcement was sent | 3D Datacom Cal Coast Telecom Cirrus Solutions Communication Technology Services (CTS) Compel Corporation Contra Costa Electric, Inc. DK Technology, Inc. Ever-Green Communications Services, Inc. Rosendin Electric Company Shared Technologies Staples T and D Communications Valley Communications Walker Comm WBE, Inc. |
| 5. | Total number of RFP's sent to prospective proposers | 13 |
| 6. | Number of proposals received | 8 |
| 7. | Who evaluated the proposals | Gordon Helms Mike Castellano David Yamani Danny Dohremann Jim Beaumont |
| 8. | In alphabetical order, names of proposers (or finalists, if applicable) and location | Access Communications, San Jose, CA Cal Coast Telecom, San Jose, CA Cirrus Solutions, Hayward, CA Communication Technology Services (CTS), Hayward, CA Cupertino Electric, San Jose, CA Evergreen Communications Services, Inc., Vallejo, CA T and D Communications, Fremont, CA Walker Comm, Suisun City, CA |