



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services



Date: July 27, 2012

Board Meeting Date: August 28, 2012

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Reyna Farrales, Interim CIO/Director of Information Services Department

Subject: Issuance of purchase orders to Access Communications, Inc., Cal Coast Telecom, and SASCO San Jose

RECOMMENDATION:

Adopt a Resolution waiving the Request for Proposals process for capital projects and authorizing the County Purchasing Agent to issue purchase orders to Access Communications, Inc., Cal Coast Telecom, and SASCO San Jose for communication cabling installation products and services for the term of August 28, 2012 through August 27, 2015 in an amount not to exceed \$3,500,000.

BACKGROUND:

The County's Information Services Department provides voice and data cabling services to County departments. For each job request, the County's purchasing process requires at least three quotes from vendors, a site walk, evaluations and contract processing time. The process consumes staff time and prevents timely responses to customer requests for cable installation work.

Communication cabling installation services Requests for Proposals were issued in April 2006 (RFP #1172) and July 2009 (RFP # ISD1800). The top three vendors were selected and your Board approved Resolutions 068203 and 070352. Contracts were awarded to the vendors for wiring infrastructure jobs based on workmanship, labor, materials costs, experience completing large and small projects, and past experience working with government agencies.

This process has proven to be very successful, resulting in decreased staff time for processing contracts, faster response time for cabling services, and a level of standardization within the County's physical voice and data cabling infrastructure.

In June 2012, ISD issued RFP # ISD1821 to select three vendors for small and capital voice and data infrastructure projects.

DISCUSSION:

With your Board's approval, ISD would like to again be able to select from three pre-approved vendors for copper and fiber cable installation projects. This Resolution would allow ISD to choose from Access Communications, Inc., Cal Coast Telecom, and SASCO San Jose, without having to use the Request for Proposal process for capital projects or submitting a sole source justification for each project. The three vendors would submit quotes per occurrence on any capital projects.

Over the past three years, the County spent approximately \$255,000 on non-capital cabling projects. A project could mean relocating voice and/or data cables or installing new cables. The cost for a project last year was approximately \$65/hour (for labor), while the cost for a project this year will be approximately \$67/hour.

The Contractors have assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other 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 within budget.

PERFORMANCE MEASURE(S):

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Percent of medium and large IT projects that are completed on time	86%	90%
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 \$3,500,000. Funding for cable installation services will come from departmental appropriations for small projects and costs will be charged to the appropriate department through the ISD work authorization process. Capital projects will be funded through the capital project funding sources. 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 PROCESS MATRIX

1.	General description of RFP	Cable Installation Services for the County's voice and data cable infrastructure
2.	List key evaluation criteria	Experience, Licensing, Ability to comply with County's contract and compliance requirements, Clarity of understanding of the scope of services to be provided
3.	Where advertised	San Mateo County Times, Information Services Website www.co.sanmateo.ca.us/isd/rfp
4.	In addition to any advertisement, list others to whom the RFP announcement was sent	3D Datacom Access Communications, San Jose, CA Cal Coast Telecom Central Valley Communications CommConnect Communication Technology Services (CTS) Contra Costa Electric, Inc. Cupertino Electric DK Technology, Inc. EverGreen Communications Services, Inc. E-Z Tel, Inc. NorCal Voice and Data Redwood City Electric Rosendin Electric Company (Arrow S3) Shared Technologies T and D Communications Valley Communications Walker Comm (WPCS) WBE, Inc.
5.	Total number of RFP's sent to prospective proposers	19
6.	Number of proposals received	3
7.	Who evaluated the proposals	Mike Castellano, Telephone Services Supervisor, Information Services Department Julio Lopez, Advisory Systems Engineer, Telephone Services, Information Services Department Richard Spiese, BICSI, Certified RCDD Engineer, Contractor for Information Services Department
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	Access Communications, San Jose Cal Coast Telecom, San Jose SASCO, San Jose