

# Agenda Report

DATE: July 31, 2006

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH EXSELL SALES ASSOCIATES FOR SPLICING AND TESTING OF FIBER OPTIC CABLE

## RECOMMENDATION

It is recommended that the City Council:

- 1) accept the bid dated June 2, 2006, submitted by Exsell Sales Associates; and,
- 2) authorize the City Manager to enter into a contract with Exsell Sales Associates for splicing and testing of fiber optic cable to support the City Hall Retrofit Project, 24/7 fiber outage emergency response service, and other fiber projects for a period of one-year, with a one-year option to renew, in the amount not to exceed \$90,720.

## BACKGROUND

In 1998 and 1999, the City constructed a 25-mile fiber optic backbone, of which 20 miles are underground and installed within the City's power distribution system and five miles are aerial. The City has also installed a number of shorter fiber runs linking the City's fiber optic backbone with other City-owned and privately-owned facilities. The City plans to continue to connect a variety of facilities to its fiber optic infrastructure, requiring the splicing of fiber optic cable and fiber testing and certification. The work will include connections to both overhead and underground fiber infrastructure.

Foremost, the City will need fiber splicing and testing services to support the reactivation of data and phone systems in City Hall as part of the retrofit project. Also, the City requires the services of an experienced fiber optic splicing and troubleshooting firm to troubleshoot and repair the City's fiber optic infrastructure in the event of an emergency outage on the City's fiber ring. In addition, future splicing and testing services will be needed for installation of fiber cable runs at various sites throughout Pasadena.

In May 2006, staff prepared and distributed an invitation to bid for splicing and testing of fiber optic cable services for new connections to the fiber network, and fiber outage emergency response services. The splicing and testing vendor will make the physical connection between the existing fiber network and new cables running into facilities, as well as test the connections and prepare the fiber cable for use within buildings. The troubleshooting and repair vendor will be available 24 hours a day, seven days a week to respond to an outage on the City's fiber optic backbone. The on-call troubleshooting and repair personnel will be onsite within three and one-half hours (3 ½) of being notified by the City of an outage.

The City sent out bid packages to four prospective bidders who responded to the invitation to a bid announcement posted on the City's website and an advertisement placed in a local Pasadena newspaper. The City received one qualified bid proposal from Exsell Sales Associates in the total amount of \$77,221.

Exsell's bid was the only proposal filed with City Clerk's Office by the mandatory deadline date.

The total amount of the contract is not to exceed \$90,720, of which sixty percent of the contracted amount will be spent in FY2007. The proposed one-year base contract is not to exceed \$54,875. The contract amount includes: \$13,863 for connection of civic center facilities for the retrofit project; \$7,710 for other City facility connections supporting data and voice services; \$5,637 for JPL connection requirements; \$6,515 for Time Warner Telecommunications connections; and \$21,150 for fiber emergency response services, including a retainer and allowance for repair service. The retainer was included in Exsell's base bid. The repair allowance is based on rates quoted in the bid, but excluded from the bid total. The contract provides for a one-year renewal term at the City's discretion for an amount not to exceed \$35,845.

In 2004, the City and Exsell entered into a one-year base agreement with a one-year renewal option. During the two year term of the agreement, Exsell played a central role in connecting data and voice services to the City's interim facilities for the City Hall Retrofit move in 2004, along with supporting the connection of new fiber installations at City and non-City facilities. Also during the period, Exsell was called-out by the City twice to respond to suspected fiber outages. In both instances, Exsell responded promptly and efficiently.

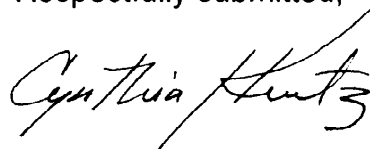
Exsell is a full-service communications contractor based in Glendale, California, specializing in fiber optic splicing and testing, and supplying related hardware and materials. They have been in the fiber splicing business for over 10 years.

The contract to provide these splicing and testing services fully complies with the City's Competitive Bidding and Purchasing Ordinance.

FISCAL IMPACT

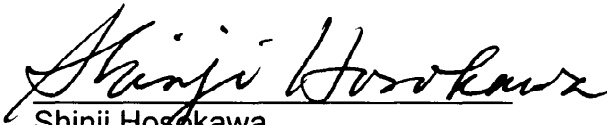
Sufficient funds for this contract are available in the following budget accounts: the Information Technology Services Division budget, accounts 328940 (ITSD Projects – Fiber Network Management) and 328630 (Enterprise Network); and the Water and Power Department budget – 843220 (Fiber Optic Communication System). Expenses for work carried out under this contract for Time Warner Telecommunications, JPL, and Caltech will be recovered from those entities. Time Warner Telecommunications also pays the City a 25 percent markup on their expenses.

Respectfully submitted,



CYNTHIA J. KURTZ  
City Manager

Prepared by:




Shinji Hosokawa  
Management Analyst II

Reviewed by:



John R. Pratt  
Chief Information Technology Officer

Approved by:

for   
Steve Mermell  
Acting Director of Finance

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment of 2000  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**

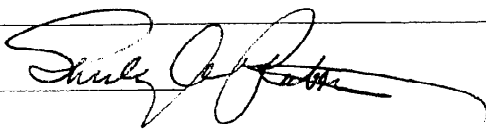
Exsell Sales Associates, Inc.

**2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

Shirley Ann Kubota
Stanley Kubota
Paul Raine

**3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

Shirley Ann Kubota
Stanley Kubota
Paul Raine

Prepared by: Shirley Ann Kubota 

Title: President

Date: June 1, 2006

For office use only: Contract/Transaction No. _____
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If not a contract, type of transaction: \_\_\_\_\_