

Agenda Report

October 5, 2020

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH VPLS SOLUTIONS, LLC FOR THE PURCHASE OF NETWORK DATA COMMUNICATIONS EQUIPMENT AND SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the issuance of a purchase order contract with VPLS Solutions, LLC, a certified California small business, in an amount not to exceed \$325,000. Competitive bidding is not required pursuant to City Charter section 1002(H), contracts with other governmental entities or their contractors for labor, material, supplies or services; and
3. Grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

BACKGROUND:

In an effort to achieve economies of scale and lower administrative costs, the Department of Information Technology recommends leveraging competitively selected cooperative purchasing agreements that are available to government entities. These contracts provide the City with competitively priced equipment and services, volume discounts and preferable terms by pooling purchases across many government entities.

On January 11, 2016, City Council approved the use of a cooperative purchasing agreement with VPLS Solutions, LLC, for the purchase of network data communications equipment and services as part of the network lifecycle equipment replacement plan in an amount not to exceed \$1,500,000 for a period of three years beginning January 1,

2016 to December 31, 2018. This contract was extended by City Council on December 17, 2018 and on May 13, 2019, and recently expired on May 31, 2020.

Since that time, staff has evaluated the networking equipment needs for the current fiscal year in accordance with the lifecycle replacement plan. Staff has determined that there is still a need for this equipment, and the underlying cooperative purchasing agreement was extended another year through May 31, 2021. However, a new contract must be created since the prior authorization expired.

Given these circumstances, staff is recommending authorization to enter into a new purchase order contract with VPLS Solutions, LLC in an amount not-to-exceed \$325,000 for planned network equipment replacements and support services in the current fiscal year. There is also a need to pay a few invoices from the prior contract with VPLS Solutions. These invoices were for orders placed prior to the contract expiring, but shipping delays on equipment occurred because of COVID-19, so payments must be processed this fiscal year utilizing a new procurement instrument.

The underlying competitive contract was issued through the Western States Contracting Alliance (WSCA), the National Association of State Procurement Officials (NASPO), a Cooperative Purchasing Organization, and the State of Utah, which established Master Price Agreement Number AR214 effective June 1, 2014 for the purchase of Brocade Data Communications Equipment and Services. Since that time, corporation restructuring and acquisitions resulted in some of the product lines regularly purchased by the City to be split between two vendors, Ruckus Network Inc. and Extreme Network Inc., under Master Price Agreement Numbers AR214 and AR1470, respectively, which currently expire on May 31, 2021.

Currently, there is one open purchase order with VPLS Solutions, LLC for \$11,867.83 for network equipment related to Water and Power's facility security systems project, which was awarded as a result of an informal, competitive bid process.

COUNCIL POLICY CONSIDERATION:

This proposed contract promotes the City Council's goal to improve, maintain and enhance public facilities infrastructure by providing a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

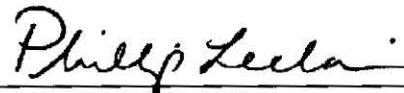
ENVIRONMENTAL ANALYSIS:

This contract is exempt from the CEQA per section 15061 (b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:

This total cost of the proposed action will be \$325,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in both DoIT operations account 50114003-811400 (IT Ops-Network Support), and Capital Improvement Program Budget account number 71165 (DoIT Equipment Lifecycle Replacement FY 2020 – FY 2024). It is anticipated that the entire amount will be spent in FY 2021. There are no indirect or support costs anticipated as a result of this contract extension.

Respectfully submitted,



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