

Agenda Report

TO: CITY COUNCIL

DATE: OCTOBER 5, 1998

FROM: CITY MANAGER

SUBJECT: Award of Contract for Maintenance & Repair Services for City-Owned Telephone Systems

RECOMMENDATION:

It is recommended that the City Council: 1) authorize the City Manager to enter into a contract with Williams Communications Solutions LLC for Maintenance & Repair of City-Owned Telephone Systems for a period of one year for an amount not to exceed \$236,990; 2) authorize the City Manager to extend the contract for up to four additional one-year periods without further City Council approval provided the terms, conditions and pricing remain as stated in the bid proposal. The proposed contract is exempt from Competitive Bidding pursuant to City Charter Section 1002(f) contracts for professional services.

BACKGROUND:

The City's main Nortel Meridian telephone system serves the Police Building, City Hall, the Hale Building and the main Library through underground cable, and the City Yards and Water & Power Administration offices on Los Robles via micro-wave links. Villa-Parke Community Center, Power Production Plant, Pasadena Health Services Center and the Fire Administration offices are tied to the main telephone system via services provided by Pacific Bell. There are approximately 2,846 connections served by the telephone system, providing a wide range of communication services. Having one telephone system that serves many sites, ties all of these locations together in a network, provides continuity, allows four digit dialing between sites, and saves toll and long distance charges.

MEETING OF 10/12/98

AGENDA ITEM NO. 4.A.3.

Requests for Proposals covering the City's requirements for maintenance and repair of City-owned telephone systems were sent to (13) thirteen telephone system maintenance companies, including (2) two Disadvantaged Business Enterprises.

Telephone & Voice Services staff contacted both Disadvantaged Business Enterprises, encouraging them to participate in this Request for Proposals. On September 4, 1998, proposals were submitted for the maintenance & repair of City-owned telephone systems from GTE Communications Corp. and Williams Communications Solutions. The ratings are as follows:

Firms	Professional Qualifications	Service Requirements	Price	Local	EEO/AA	Total Points
GTE Communications Corp.	9	30	16	0	9	64
Williams Communications Solutions	23	28	23	0	8	82

Rating Scale: 0 - 100

The proposal submitted by Williams Communications Solutions LLC, received the highest evaluated score based on the requirements of the City's Request for Proposals. It is recommended that the City Council accept this proposal and authorize a contract in the amount of \$236,990. The amount includes the proposal amount of \$93,990, \$10,000 to cover maintenance of ports and/or services that may be added during the year, \$133,000 to perform moves, adds and/or changes to telephone equipment and/or equipment purchases that may be required during Fiscal Year 1999. As new office configurations are designed, some new and/or replacement equipment will be required. In some instances, additional labor provided by Williams Communications will be required to assist City staff.

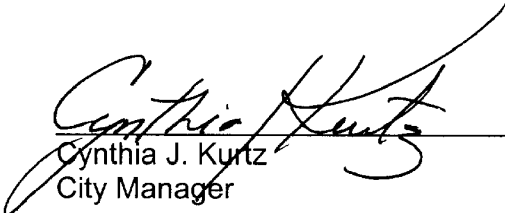
Williams Communications Solutions LLC has submitted the required affirmative action forms. The proposed contract fully complies with the Affirmative Action in Contracting Ordinance, Chapter 4.09, of the Pasadena Municipal Code.

FISCAL IMPACT:

Sufficient funds are available in the Telephone & Voices Services Section of the Information Technology Services Division, City Manager Department, Fiscal Year 1999, operating budget account 501-8140-145200 for this purpose.


The expense will be covered by Telephone & Voice Services revenue. This is a user driven and paid for service.

Respectfully submitted,



Cynthia J. Kurtz
City Manager

Approved by:



Robert Person
Assistant to the City Manager
Office of the City Manager

Prepared by:



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