



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director
Gwen Eng, General Services Manager
Leilani Flores Emnace, Information Systems Manager

DATE: August 5, 2008

SUBJECT: Consideration of Award of Contract to Vector Resources for Data and Voice Cabling Infrastructure for the Upper Level of City Hall (\$22,347.53)

RECOMMENDATION:

Staff recommends that the City Council: a) appropriate \$22,348 from available unreserved Information Systems Fund balance, and b) award RFP #746-09 to Vector Resources in the amount of \$22,347.53 for voice and data cabling on the upper level of City Hall.

FISCAL IMPLICATION:

Sufficient funding was allocated in the FY 2007-2008 Information Systems budget for this project. However, because the project was not started during FY 2007-2008 due to delays in the finalization of the associated modular furniture upgrades to City Hall, the appropriation lapsed. As a result, in order to fund this project, the monies, which reverted to the Information Systems fund, need to be re-appropriated.

DISCUSSION:

As approved by City Council, City Hall upper level furniture will be replaced with refurbished modular furniture. This will increase efficiency in the limited space available and improve workstation ergonomics. Because the furniture layout will differ from its current state, the existing cable infrastructure needs to be updated and reconfigured to accommodate the new layout. This change also provides us the opportunity to upgrade this area to the City standard Category 5 Enhanced (Cat5E) cable for both voice and data applications. This will support future technology upgrades in voice and data communications.

A total of six vendors were sent RFP's and six responses were received. A summary of pricing offered by each vendor is shown below:

<u>Bidder</u>	<u>Total Price (including tax)</u>
1. Vector Resources	\$22,347.53
2. Associated Telecom	\$22,833.15
3. LTech Network	\$27,526.60
4. NetVersant	\$30,219.72
5. Future Design	\$30,617.28
6. Verizon	\$34,225.00

The award selection is based upon many factors: prior experience, expertise, equipment, timeline, references, and cost. Based upon these factors, staff recommends that Council award RFP #746-09 to Vector Resources for the installation of voice/data cabling on the upper level of City Hall.

If approved, the contract will be in the form of a purchase order and installation will be in conjunction with the modular furniture project, expected to commence in September.