

BOARD MEETING DATE: October 4, 2019

AGENDA NO. 9

PROPOSAL: Appropriate Funds and Execute Contract for Office Data Cable Infrastructure

SYNOPSIS On July 12, 2019, the Board approved the release of an RFP to seek a vendor to install a full turnkey solution for office data cable infrastructure that can provide connectivity and a broader network bandwidth at the South Coast AQMD's Diamond Bar headquarters building. These actions are to appropriate \$273,125 from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2019-20 Budget and to execute a contract with Digital Network Group for the purchase and installation of office data cable infrastructure in an amount not to exceed \$273,125.

COMMITTEE: Administrative, September 13, 2019; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$273,125 from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2019-20 Budget, Capital Outlays Major Objects, Capital Outlays Account.
2. Authorize the Executive Officer to execute a contract with Digital Network Group for the purchase and installation of South Coast AQMD's office data cable infrastructure at a cost not to exceed \$273,125.

Wayne Nastri  
Executive Officer

RMM:MH:agg

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**Background**

The Diamond Bar City Hall was a former tenant at the South Coast AQMD headquarters building. The City occupied the south office on the first floor of the building. When the Diamond Bar City Hall relocated in 2011, they partially removed the data cable infrastructure. For this office space to be fully functional and computer-ready, it is necessary to install an office data cable infrastructure with the latest technical specifications that can provide connectivity and a broad network bandwidth.

On July 12, 2019, RFP #P2020-01 for Office Data Cable Infrastructure was released to seek a vendor capable of installing a full turnkey solution for office data cable infrastructure. The RFP also requires the removal of all old cabling and equipment on the first floor.

### **Outreach**

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on the Internet at South Coast AQMD's website (<http://www.aqmd.gov>).

### **Bid Evaluation**

Thirteen copies of the RFP were mailed out and 18 vendors attended a bidders conference held on July 26, 2019. Four bids were received in response to the RFP when final bidding closed at 1:00 p.m. on August 14, 2019. Of the four responses, one was deemed not qualified. Of the three qualified responses, one was from a small business enterprise; two were local business enterprises, and all offered the most favored customer pricing status.

### **Panel Composition**

The panel consisted of South Coast AQMD staff — two Information Technology Supervisors, one Systems and Programming Supervisor, one Senior Information Technology Specialist — and an external Information Technology consultant. Of the five panelists, two are Asian-Pacific Islander, one is Caucasian, and two are Hispanic; all male.

### **Proposal**

The Attachment reflects the evaluation of the proposals and the respective ratings for the contract bids. The evaluation committee gave the highest rating to Digital Network Group. Staff recommends that the Board award the contract to Digital Network Group for the purchase and installation of office data cable infrastructure in an amount not to exceed \$273,125.

**Resource Impacts**

Sufficient funding will be available in Information Management's FY 2019-20 Budget upon approval of the appropriation of \$273,125 from the General Fund Undesignated (Unassigned) Fund Balance.

**Attachment**

Summary of Evaluation for RFP #P2020-01

**ATTACHMENT**  
**Summary of Evaluation for RFP #P2020-01**

Four vendors submitted a proposal for this RFP:

Technical Criteria (70 points maximum, 56 points to be qualified)

	Proposer			
	Digital Network Group	Gold Star Technology	ITI Cabling	Monarch
Panel Average	70	60	60	45 (Not Qualified)

Cost (30 points maximum)

	Proposer		
	Digital Network Group	Gold Star Technology	ITI Cabling
	\$273,124.04	\$217,556.07	\$235,435.00
Average	23.89	30	27.72

Additional Points (17 points maximum if offered Most Favored Customer pricing)

Criteria	Proposer		
	Digital Network Group	Gold Star Technology	ITI Cabling
Small Business or Small Business Joint Ventures Points (Maximum = 10)	--	--	10
DVBE or DVBE Joint Ventures Points (Maximum = 10)	--	--	--
Use of DVBE or Small Business Subcontractors Points (Maximum = 7)	--	--	--
Low-Emission Vehicle Business Points (Maximum = 5)	5	5	--

Criteria	Proposer		
	Digital Network Group	Gold Star Technology	ITI Cabling
Local Business (Non-EPA Funded Projects Only Points (Maximum = 5))	5	5	--
Off-Peak Hours Delivery Business Points (Maximum = 2)	2	2	--
Most Favored Customer Points (Maximum = 2)	2	2	2
Average	14	14	12
Total	107.89	104	99.72