



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/9/2014

Agenda Placement: 7X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665

SUBJECT: Amendment to the Agreement with Comcast to expand the network bandwidth and establishment of fixed assets in order to relocate County offices

RECOMMENDATION

Chief Information Officer requests retroactive approval of the following, which was needed to relocate County staff located in offices that were damaged by the recent South Napa earthquake:

1. Authorization of Amendment No. 1 to Agreement No. 8113 with Comcast Business Communications, LLC, effective August 28, 2014, increasing the amount by \$48,232 for a new maximum of \$95,634 to expand the network services to the County South Campus; and
2. Authorize the establishment of 10 fixed assets, effective August 29, 2014, in the amount of \$78,591 for the network switches to be used at various relocated locations.
(4/5 vote required)

EXECUTIVE SUMMARY

The South Napa Earthquake occurred at 3:20 am on Sunday, August 24, causing many buildings, including several County buildings to be severely damaged. Many County offices were deemed unsafe for County employees to work in, making it necessary to quickly find alternate locations office locations so County business could continue. The decision was made to relocate many of the offices to the newly acquired County South Campus, formerly known as the Mylan or Dey Labs campus.

The Board approved Network Services Agreement No. 8113 with Comcast Cable Communications Management, LLC. (Comcast) on April 8, 2014 for the network connectivity to the new County South Campus. This agreement was for 60 months at \$790.04/months to receive 50 Mbps network bandwidth. In order to accommodate all the employees now being relocated to the South Campus, there was an urgent need to amend the contract to increase the network bandwidth to 200 Mbps, increasing the monthly amount by \$803.86, to a new monthly amount of

\$1,593.90. The term of the agreement remains 60 months.

In addition, in order to accommodate all the relocated County offices, there was a need to immediately buy 10 network switches. Total price for the 10 switches was \$78,590.60 (\$7,859.06/each), requiring the Board to approve the establishment of these items as Fixed Assets.

Due to the urgent need for the relocation, the amendment to the contract with Comcast and also the purchase of the switches were both done with the approval of the County Executive Officer. Today's request is for the Board to retroactively approve both purchases.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	These items were not included in the budget because this came up as a result of the South Napa Earthquake that occurred that occurred on Sunday, August 24, 2014. However, in order to accommodate the move of several County office staff to County South Campus and other locations, an increase to the network bandwidth and the purchase of network switches were needed.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These items were not included in the budget. However, in order to accommodate the move of several County offices to County South Campus, an increase to the network bandwidth was needed. Network switches needed to be deployed to various locations for relocated County staff.
Is the general fund affected?	Yes
Future fiscal impact:	Information Technology Services (ITS) will include the cost in future budgets and allocate this cost according to the ITS cost allocation methodology.
Consequences if not approved:	Staff relocated to the South Campus will not have adequate network connectivity and therefore will not be able to perform their work efficiently.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The South Napa Earthquake occurred at 3:20 am on Sunday, August 24. It was centered between Napa and American Canyon, causing many buildings, including several County buildings to be severely damaged. Part of the Administration Building, Carithers Building and several buildings at the Health and Human Services Agency (HSA) Campus were deemed unsafe for the County employees to work in, making it necessary to quickly find

new locations to move staff so County business could continue.

In December of 2013, the County acquired an approximately 25.32 acre site located at 2751 Napa Valley Corporate Drive, formerly known as the Mylan or Dey Labs campus, for the purpose of consolidating and relocating many of the HHSAs functions that are currently provided at the County's Old Sonoma Road campus and other remote locations to the property. Due to the earthquake, many of the dislocated County offices will now be temporary moving to this new site, County South Campus.

The Board approved Network Services Agreement (Napa County Agreement No. 8113, Comcast Agreement No. CA-20091-040814-01) with Comcast Cable Communications Management LLC. (Comcast) on April 8, 2014 for the network connectivity to the new County South Campus. This agreement was for 60 months at \$790.04/month to receive 50 Mbps network bandwidth. In order to accommodate all the employees who will now be relocated to the South Campus, there was an urgent need to amend the contract to increase the network bandwidth to 200 Mbps, increasing the monthly amount by \$803.86, to a new monthly amount of \$1,593.90. The term of the agreement will remain 60 months.

In addition, in order to accommodate all the relocated County offices, there was a need to immediately buy 10 network switches. Total price for the 10 switches was \$78,590.60 (\$7,859.06/each), requiring the Board to approve the establishment of these items as Fixed Assets.

Due to the urgent need for relocation, the amendment to the contract with Comcast and also the purchase of the switches were both done with the approval of the County Executive Officer. Today's request is for the Board to retroactively approve those purchases. Information Technology Services did not budget for these items and will analyze the budget at the six month budget review and request for any budget adjustments at that time.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi