

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 10, 2013

ITEM TITLE:

Consider Approval to Purchase Computers and Telecommunication Equipment and Services for the Merritt College Library Phase 2 Project from ePlus Technology, Inc. using a Piggyback-able Contract.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to purchase computers and telecommunication equipment and services for the Merritt College Library Phase 2 Project from ePlus Technology, Inc. using a piggyback-able contract through the Western States Contracting Alliance (WSCA), in an amount not-to-exceed \$178,747.22.

ITEM SUMMARY:

Under the Public Contract Code section 20652, the governing board of any community college district without advertising for bids, and when that Board has determined that it is best interests of the District, may authorize by contract to purchase materials and equipment utilizing piggyback-able contracts. The administration would like to utilize the piggyback-able contract of Western States Contracting Alliance (WSCA) Contract #AR-233, CA Addendum-7-08-70-13 for Merritt College Library's computers and telecommunication equipment needs.

The administration in cooperation with the Purchasing Department conducted a contract quote analysis using the CMAS and Western States Contracting Alliance (WSCA) procurement methods. The CMAS uses existing competitively awarded government contracts to create the basis for the procurement needs of the State of California. To be considered for the CMAS Program, an existing contract must be awarded by the federal government or any other governmental entity in any state and awarded using a competitive process. The CMAS program provides a specialized procurement process for obtaining computers and telecommunication products and services to state and local government agencies as well as public educational institutions within the State of California. This program ensures that purchasing agencies are given the flexibility to choose the services that best meet their specific business needs, while maintaining an easy-to-use cost-effective government procurement plan. This eliminates the three-bid process and insures competitive pricing in a timely manner. CMAS contracts are available for use and benefit public and private schools, colleges, universities, cities, counties, non-profits and all other governmental entities. This piggy-back contract has been reviewed and appropriate discount was applied to this purchase by the vendor as verified by the Purchasing Department.

The Western States Contracting Alliance-National Association of State Procurement (WSCA-NASPO) Cooperative Purchasing Organization encourages, fosters, and guides participating members to work together to create true procurement cooperatives. This organization leverages the collective expertise and experience of WSCA and NASPO, aggregate the demand of all 50 states, the District of Columbia and the five (5) organized territories, their political subdivisions and other eligible entities to help spur innovation and competition in the marketplace. All authorized governmental entities in any state are welcome to use WSCA-NASPO cooperative contracts with the approval of that state's State Chief Procurement Official. This cooperative purchasing benefits states as well as cities, counties, public schools, institutions of higher education and other eligible entities.

To procure computers and telecommunication equipment and services for this project, both WSCA

and CMAS piggyback-able contracts were used to compare pricing for one (1) vendor, ePlus Technology, Inc. The vendor met with the Information Technology (IT) Department and formulated the required equipment necessary to provide stable and effective support for the required functions of administration, staff, and faculty in the Merritt College Library. The vendor provided quotes from two different piggyback-able contracts. The resulting Quotes were as follows:

| CONTRACTOR | PIGGY – BACKABLE CONTRACT | LOCATION | TOTAL BID |
|------------------------|---------------------------|---------------|---------------|
| ePlus Technology, Inc. | WSCA | Sunnyvale, CA | \$ 178,747.22 |
| ePlus Technology, Inc. | CMAS | Sunnyvale, CA | \$ 178,965.22 |

The lowest responsible and responsive piggyback-able contract quote submitted by ePlus Technology, Inc., was the WSCA contract in the amount of \$178,747.22.

The following are reasons why this Equipment purchase is **urgent**:

- The Library Phase 2 Project is scheduled to be complete and occupancy taken in December 2013.
- [The lead-time from issuing a PCCD Purchase Order and delivery of new IT equipment a limited time to transport and install Equipment and test it before the occupants to move back into Merritt Library Building.](#)
- The existing computers and telecommunication infrastructures will not accommodate the new level of students, staff, and faculty using the building.
- Employee’s productivity and motivation will be enhanced due to a better working environment.

After Board approval, the administration will immediately begin the requisition process in order for vendors to deliver the equipment by November, 2013. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta’s constituency and authorized under Resolution 05/06-45, Exhibit A-1, Merritt College, “Classroom and facilities repairs and grounds improvements.”

BACKGROUND/ANALYSIS:

The Merritt College Learning Center / Library Renovation – Phase 2 is one part of the overall construction improvements proposed for the Merritt College Library. The project construction documents were finalized by NBBJ Architects and approved by the Division of the State Architect (DSA) April 11, 2013. The existing IT infrastructure of the tower building will not accommodate the new level of administration, staff, faculty and students who will use the building after the building renovation is complete.

DELIVERABLES AND SCOPE OF WORK:

Under this purchase, ePlus Technology, Inc. deliverables include equipment for Main Distribution Facility and Intermediate Distribution Facility, MDF and IDF, as well as MDF/MPOE, equipment and licenses. Cables, from the MDF to intermediate distribution frames and equipment as described in

quote.

ANTICIPATED COMPLETION DATE:

The anticipated completion date for this work is December 31, 2013

ALTERNATIVES/OPTIONS:

None

EVALUATION AND RECOMMENDED ACTION:

The IT equipment provided by ePlus Technology, Inc. is highly recommended because it specifically addresses the needs of the Merritt College students, administration, faculty, and staff. Approval is recommended to piggyback on the WSCA contract with ePlus Technology, Inc. for the purchase of the IT equipment.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES X NO

The District must coordinate and work with the Purchase Information Technology, (IT), and Purchasing Department to buy Equipment and collaborate with the Merritt College, administration, faculty, and staff for proper installation.

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Associate Vice Chancellor of IT/CIO Calvin Madlock

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Calvin Madlock Date: October 29, 2013
Associate Vice Chancellor of IT/CIO

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Calvin Madlock Date: October 29, 2013
Associate Vice Chancellor of IT/CIO

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Susan Rinne Date: 11/21/2013
Interim Vice Chancellor of Finance & Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy Thi Nguyen Date: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: José M. Ortiz Date: _____
Dr. José M. Ortiz, Chancellor