

DEPARTMENT: Public Works

By: Michael Edwards Phone: 966-5356
Director

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

Approve Change Order for Telephone Equipment for the New Government Center with Sierra Tel Business Center

Sierra Tel was the winning bidder for the cabling of the New Government Center with both voice and data cables. Our communications consultant, CMA, has recommended the installation of Toshiba equipment. Other County buildings have this equipment and it is currently maintained by Sierra Tel. CMA has checked the quote for equipment offered by Sierra with prices available from other vendors, and has recommended that we execute the change order.

Additional explanation and justification is contained in the attached letter from Tucker to the Board.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board approved the issuance of plans and specifications and advertisement for bids for construction of this project at its meeting of April 22, 1997. The Board awarded the contract to Tech Four Construction, Inc. on July 8, 1997 and authorized bond funding by the Rural Development Administration (formerly the Farmers Home Administration). Staff has provided the Board with regular project reports. Telephone equipment and cabling was not included in the construction contract. Sierra Tel was the low bidder for the cabling. CMA has advised that they did an excellent job.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If this is not approved, we will develop bid specs for the telephone equipment and go through a bid. This will likely delay the availability of telephone service at the time the building is available for occupancy.

COSTS: (X) Not Applicable	SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:
A. Budgeted current FY \$ _____	
B. Total anticipated costs \$ _____	
C. Required additional funding \$ _____	
D. Internal transfers \$ _____	1. Letter, Tucker to Board of Supervisors
SOURCE: () 4/5th Vote Required	
A. Unanticipated revenues \$ _____	
B. Reserve for contingencies \$ _____	
C. Source description: _____	
Balance in Reserve Contingencies, _____	
if approved: \$ _____	

CLERK'S USE ONLY

Res. No.: 18-320

No. _____

Vote - Ayes: _____

Nays: _____

Absent: Pickard

Abstained: _____

Approved

Denied

Minute Order Attached

No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda: _____

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

C.A.O. Initials: Jh



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DEPARTMENT OF PUBLIC WORKS

Divisions of:
Design & Construction
Administration
Operations

August 7, 1998

Michael D. Edwards
Director

INTEROFFICE MEMO

TO: Board of Supervisors
FROM: Dave Tucker, Senior Civil Engineer *DTJ*
SUBJECT: Telephone Equipment for New Government Center

The Government Center Communications subcommittee met on Friday, August 7 with Rene Kostyal and Rod Feather, our communications consultants from Communications Management Associates. Rene and Rod discussed their report and answered all of the committee questions. The executive summary (two pages) of CMA's report is enclosed as well as page 8 which lists the equipment being purchased.

CMA and the communications committee recommends that we execute a change order to their cabling contract with Sierra Tel Business Services in the amount of \$26,696 for the telephone equipment. This includes a state of the art Toshiba digital system to be located in room 121 of the new Government Center, plus new digital telephones and receptionist consoles. The system is designed for four sets of trunks, separately to County Supervisors/Administration, Planning, Building, and Environmental Health. However, the system will be configured so that each of the receptionists can answer any of the other three sets of trunks, as backup. The system will be configured for receptionist to answer, but will have full voice mail backup. The voice mail equipment allows 200 separate "mail boxes", and can also be used by other departments in Mariposa, not necessarily located in the Govt. Center.

cc: Communications Committee
Garry Parker, Supervisor, District 4
Dennis Patrick, Data Processing Manager
Jay Pawlek, Sr. Planner (for Dave Walker)
Dave Tucker, Public Works
Janet Hogan, County Administrative Officer
Michael D. Edwards, Director of Public Works

Mariposa County Government Center Project

Project 2

Telephone System Recommendation

**Prepared By:
Communications Management Associates
August 6, 1998**

I. Executive Summary

The purpose of Project 2 of the Government Center Telecommunications Project was to recommend a telephone system platform. The tasks included:

- Determining the County's telecommunications operational requirements
- Analyzing the current telecommunications environment
- Development of telephone platform specifications
- An analysis of alternative system approaches
- Recommended alternative

A. Current Telecommunications Environment and Operational Requirements

The following is a summary of the results of the inventory and telecom survey which focused on the telecommunication operational requirements of those offices that would be moving to the Government Center. They included:

- The Board of Supervisors/Administrative Offices
- Environmental Health
- Building and Planning

Summary of Current Environment and Operational Requirements

As a whole, all the departments were using the Toshiba Strata telephone systems of various models and configurations (see Current Environment). They all seemed satisfied with its capabilities. However, the following are those capabilities they would like to see in the new telephone system:

- Provide a communications platform for today's needs and future growth, thus protecting the communications investment.
- Utilize voice-processing technology in an easy and efficient way.
- Improve inter-office messaging.
- Differentiate between new incoming calls and those already on hold.
- Call on-hold "ring back" after a designated amount of time.
- Park and retrieve calls easily.
- Full transfer capabilities.
- Expand the number of stations and trunks when required.
- Dial 0 option for callers to reach a receptionist or any other staff member.
- A "Job Hotline" within the voice mail system that would provide multiple recorded messages.
- "Do Not Disturb"
- "Message waiting" indication for Voice mail messages.
- Implement new technology in a timely fashion with customized programming.
- Allow for the use of the * and # keys for other features/functions.
- Battery Back-up.

B. Analysis and Recommendation

The Current Telecommunications Environment and Operational Requirements study provided the information necessary to develop a system specification and request for quotation (RFQ). CMA and the County determined that Centrex was not an option due to costs and other factors (See Centrex vs. PBX Analysis). We also felt that the majority of users moving to the government center were satisfied and familiar with the Toshiba product line and functionality. Therefore, from a compatibility and functionality view it made sense to stay with Toshiba.

System Specification

A feature, functionality and sizing review of the Toshiba product family was performed and the Toshiba Strata DK424 Digital Telephone System met the needs of the County. This system is designed for the small to medium sized business applications. It is modular in design allowing growth of the system and features to meet current and future needs. The DK424 has a capacity for up to 200 CO lines and 336 telephones based on the number of system cabinets. The system can be tailored to the features required by all departments within the Government Center from Call Transfer to Computer Telephony Integration, T1, ACD/MIS functions, Voice Mail, and Auto Attendant. The system can be maintained and managed by an assigned Government Center or County staff member.

RFQ

The specification for the Toshiba Strata DK424 Digital Telephone System was prepared in RFQ format, so the bids would be apples to apples, and distributed it to Telset Communications, AST Communications, Sierra Telephone and TOTLCOM all major distributors of Toshiba products in Northern California. Only Sierra Telephone and TOTLCOM provided a response. The quotations were received and analyzed. After several question/answer and negotiation sessions the following results were obtained:

	Sierra Telephone	TOTLCOM
Toshiba DK424 System Cost	\$20,501	\$27,405
Optional Voice Mail System	\$6,195	\$8,398
Total System and Voice Mail Cost	\$26,696	\$35,803

Recommendation

Having worked with TOTLCOM on several other projects, we felt their prices were very competitive. However, with a price differential of \$7,805 on the system and \$10,000 overall, CMA must recommend Sierra Telephone as the vendor of choice.

I. RFQ ANALYSIS AND RECOMMENDATION

The specification for the Toshiba Strata DK424 Digital Telephone System was prepared in RFQ format, so the bids would be apples to apples, and distributed it to Telset Communications, AST Communications, Sierra Telephone and TOTLCOM all major distributors of Toshiba products in Northern California. Only Sierra Telephone and TOTLCOM provided a response. The quotations were received and analyzed. After several question/answer and negotiation sessions the following results were obtained:

A. SIERRA TELEPHONE

Proposed System Cost

Central Equipment	Quantities Quoted
Dk424 Base Cabinet	1
DK424 Expansion Cabinet	1
Central Control Unit	1
8 Circuit Digital Station Card	5
8 Station Standard Station Unit/Voice mail	See Vmail
4 Circuit DTMF receiver Assembly/Voice mail	See Vmail
4 Circuit CO Line Card	3
4 Circuit Line Subassembly	3
Option Unit	
Remote Maintenance	1
Battery Back-up	1
Surge Protector	1
10 Button Digital Display Spkr. Phone	35
20 Button Digital Display Spkr. Phone	4
60 Button DSS Console	4
Head Set Adapters	Not Provided
Installation	Included
Training/ 2day	Included
Total Telephone System Cost	\$20,501
Voice Mail System	
Mail Box Capacity	200
Number of Ports	4
Number of Hours Storage	100hr
Key Board	1
Monitor	1
Installation	Included
Training/1 day	Included
Total System Cost	\$6,195
Total System Costs Including Voice Mail	\$26,696