

DEPARTMENT: Public Works

By: Michael Edwards Phone: 966-5356
Director

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

Confirm designation of David L. Tucker, Senior Civil Engineer, as the County's authorized Agency Representative to the State of California Department of General Services Telecommunications Division, and authorize the Agreement for Services for consultation in conjunction with the new Government Center, arranged through this State Agency. Scope of consultant services is outlined in the attached letter, Tucker to Robason.

The Board has approved funding this project. Cost of communications consulting will be taken from the line item for furnishings and communications. There is a current balance in this line item of \$150,000, although at least \$120,000 is committed to furnishings. The Government Center committee will be reviewing the entire project budget in the near future.

The State Telecommunications Division is aiding the County in consultant selection from consultants pre-qualified by the State. The actual selected consultant and the contract will be brought back to the Board for approval.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Government Center is under construction at the Board's direction.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. No action will cause delay in this area. The consultant needs to advise on alternatives so the correct cabling is installed by July, before the T-bar ceiling is installed.
2. Delay may require cabling after the ceiling is installed, which will be at added cost.

COSTS: () Not Applicable	
A. Budgeted current FY	\$150,000
B. Total anticipated costs	\$ 5,000
C. Required additional funding	\$
D. Internal transfers	\$
SOURCE: () 4/5th Vote Required	
A. Unanticipated revenues	\$
B. Reserve for contingencies	\$
C. Source description:	
Balance in Reserve Contingencies, if approved: \$	

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Letter, Tucker to Robason, 4/6/98
2. Non-State Agency Service Policy Agreement

CLERK'S USE ONLY
Res. No.: 98-137
Vote - Ayes: 5
Absent: _____
() Approved () Denied
() Minute Order Attached () No Action Necessary
Ord. No. _____
Noes: _____
Abstained: _____

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 as:

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

Comment: _____
A.O. Initials: _____



COUNTY of MARIPOSA

4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356

DEPARTMENT OF PUBLIC WORKS

Divisions of:
Design & Construction
Administration
Operations

April 6, 1998

Michael D. Edwards
Director

Mr. Cary Robason
State of California, DGS-TD
Telephone/Data Services
601 Sequoia Pacific Boulevard
Sacramento, CA 95814-0282

fax: (916) 657-6193

RE: Service Request for Consultant Services

Dear Cary:

We are submitting a service request for consultant services in conjunction with the construction of our new 16,000 square foot Government Center. The service request is enclosed.

The Government Center is currently approximately 50 percent complete. Move-in to the new facility is scheduled for October, 1998. The architect has made provisions for data and telephone conduit to each desk location, but one of the consultant requirements will be to confirm the specifications for the cabling to each of these locations. We need to do this prior to July, so that we can pull cable before the t-bar ceiling is installed.

In conjunction with the new Government Center, the consultant will be asked to recommend whether we should install County owned telephone switchgear, and what kind, or whether we should change to a "Centrex" system where the switchgear would be located in the offices of the local telephone provider (Sierra Telephone). This evaluation involves not only the new Government Center, but many other County offices. Each of these offices currently has their own switchgear. There are approximately 150 County Employees served.

The communications consultant will also be asked to make recommendations regarding the County's long distance provider.

Our County data processing department has made recommendations regarding the computer cabling for the new Government Center. The County has a central minicomputer, IBM AS4000, which provides County wide budget data and justice departments functions. The County also has, or is in the process of implementing, several PC based LANs, operated by Novell server networks. These include LANs at Public Works and one being implemented for the Planning Department. The Planning Department is one of the tenants scheduled for the new Government Center. Public Works is located

ATTACH #1-A

letter, Tucker to Kobason
Communications Consultant for Govt. Center
April 6, 1998, Page 2

several miles away from the new government Center. We are currently discussing the implementation of a GIS which would serve Public Works, Planning, the Assessor's office and the Sheriff's office. All but Public Works are currently connected with copper cable. Both Public Works and Planning have Web sites, through which we can communicate. We would like recommendations on the most efficient way to connect the LANs. We have made provisions in the new Government Center for data conduit meeting fiber optic requirements for connection to other nearby County buildings.

Based on material previously provided by your office, we have identified the following consultants which may meet our needs:

RCC Consultants, Inc.

The Warner Group

Hesse, Stobe & Associates, Sacramento

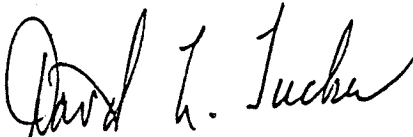
Trans Tec Concepts, Inc.

Communications Management Associates, Jackson

As discussed by e-mail, we would like to look at a five or six page statement of qualifications initially with resumes of the specific person or persons with whom we would be dealing. We envision selecting three whom we would interview.

If you have any questions concerning this matter, do not hesitate to contact this office.

Sincerely,



David L. Tucker
Senior Civil Engineer

cc: Janet Hogan, County Administrative Officer
Michael D. Edwards, Director of Public Works

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
TELECOMMUNICATIONS DIVISION

NON-STATE AGENCY SERVICE POLICY
AGREEMENT

I have read, understand and agree to all policies and requirements of the Non-State Service Policy Agreement (Revision 5/94).

I also certify that the requesting agency meets established criteria for "Authorized User" status.

Violations of any of the requirements stated herein may subject the Authorized User to penalty fees and/or discontinuance of service.

Maniposa County
Requesting Agency

David L. Tucker
Authorized Agency Representative

(209) 966 - 5356
Telephone Number

April 8, 1998
Date

David L. Tucker
Signature

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
TELECOMMUNICATIONS DIVISION**

NON-STATE AGENCY SERVICE POLICY

The Department of General Services, Telecommunications Division (DGS-TD) strives to ensure that quality telecommunications services and commodities are provided to all state agencies to meet their needs in a cost-effective, efficient and timely manner. In support of that mission, the Division offers a number of telecommunications services including long distance service through CALNET (California Integrated Telecommunications Network), the State's long distance network. Furthermore, the State periodically negotiates reduced rate contracts/agreements with Local Exchange Carriers (LECs) and Interexchange Carriers (IXCs) for various telecommunications services and/or equipment.

Although the Division's telecommunications services and offerings are specifically designed to meet state agency requirements, and contracts and agreements are negotiated specifically for use by state agencies, Telecommunications Division has the option to authorize their use by other public agencies as well. The following policies and procedures for requesting authorization to use CALNET, or authorization to use a State Master Contract or Agreement have been established by DGS-TD to validate eligibility of the requesting agency and for management of state liability as the Customer of Record.

POLICY/PROCEDURE

Approval from the Department of General Services, Telecommunications Division is required prior to the use of any DGS-TD network services, or Master Contract/Agreement for Centrex/CentraNet and related services. DGS-TD must also approve requests for service from CALDEX or a Department of General Services (DGS) Consolidated Centrex/CentraNet.

All requests along with required documentation will be submitted on a Telecommunications Service Request (STD.20) and will be sent to: Department of General Services, Telecommunications Division, Customer Support Services, 601 Sequoia Pacific Boulevard (MS-7-B), Sacramento, CA 95814-0282.

All entities requesting use of any of the aforementioned services shall certify that they are one of the following:

1. An entirely tax-supported agency;
- and
2. A non-profit organization.
- or
3. An agency with a Joint Powers Agreement with an agency that meets the requirements of Items 1 and 2.

NOTE: Any service authorized based on Joint Powers status must be used solely in support of tax-supported, non-profit agency business and must be discontinued at the termination of the Joint Powers Agreement.

All agencies meeting the above criteria shall, for the purposes of this document, be referred to as an "Authorized User." Department of General Services, Telecommunications Division, reserves the right to request documentation to substantiate authorization of user status as appropriate. It is the responsibility of the Authorized User to ensure that the contract/agreement being requested will be used only in support of government business.

To obtain authorization solely for the use of the DGS-TD Master Contract/Agreement:

HJ-B

1. Complete a Telecommunications Service Request (STD.20).
2. Attach documentation substantiating "Authorized User" status.
3. Sign and attach the last page of this "Service Policy" indicating you have read and agree with the conditions of this policy.
4. Submit package to DGS-TD.

To request service from CALNET, CALDEX, or a DGS Consolidated Centrex/Centranet, agencies are subject to the following additional requirements:

1. A General Services Agency Code shall be included on the STD.20. If the requesting agency does not have a DGS Agency Code, enter "Code Required" in the appropriate box and attach a separate sheet of paper with the entire billing name and address (limit of five lines).
2. All telephone numbers added or deleted throughout the tenure of the service must be reported in writing (as changes occur) to: Department of General Services, Telecommunications Division, Attn: CALNET Accounts Administration, 601 Sequoia Boulevard (MS-307), Sacramento, CA 95814-0282, Telephone Number (916) 657-9450. Updated information shall include your DGS Agency Code and billing address.
3. Authorized Users are responsible for charges based on the Telecommunications Division's billing records until the Division has been notified in writing of the changes. No credits will be given for charges that accrue due to noncompliance with the notification procedure. Authorized Users may not rebill other agencies for charges accruing due to noncompliance with the notification procedure.
4. All invoices received from the Telecommunications Division which contain errors of \$5.00 or less will be paid as billed. Specific recurring errors of \$2.00 or more may be brought to the attention of CALNET Accounts Administration (CAA) for correction of subsequent invoices. Billing errors over \$5.00 may also be addressed to CAA.
5. All invoices for service provided via CALNET, CALDEX or a DGS Consolidated Centrex/CentraNet shall be paid promptly and in their entirety, subject to the conditions of Items 3 and 4 above.
6. The Authorized User is responsible for all bills associated with the Centrex/CentraNet service provided to their agency. However, the Authorized User does not have authority to transfer that service to another agency.
7. Centrex/CentraNet or CALDEX lines shall NOT be authorized to be connected as trunks or tie lines to a Private Branch Exchange (PBX) to provide access to CALNET.
8. Approval for common block additions/deletions for a CALDEX or DGS Consolidated Centrex/CentraNet system must be obtained from DGS-TD. Requests should be submitted on a STD.20 to: Department of General Services Telecommunications Division, 601 Sequoia Pacific Boulevard (MS-307), Sacramento, CA 95814-0282.
9. The State reserves the right to conduct periodic audits of all authorized services to ensure compliance with established policies.

H2-e

STATE OF CALIFORNIA

TELECOMMUNICATIONS SERVICE REQUEST

AGENCY REQUEST NO. _____
 DATE 4/6/98

REQUEST IS FOR

- INFORMATION
 SERVICE

- EXCEEDS SAM — } SEE SAM 4500 SECTIONS
 DOES NOT EXCEED SAM — }

SUBMIT ALL COPIES, INTACT, TO TELECOMMUNICATIONS DIVISION

DEPARTMENT _____ DIVISION, BUREAU, ETC. _____

ADDRESS OF PRESENT SERVICE (INCLUDE CITY AND ZIP) Mariposa County, % Public Works
4639 Ben Hur Road
Mariposa CA 95338 ROOM NO. _____

ADDRESS OF REQUESTED SERVICE (INCLUDE CITY AND ZIP) 90 Mariposa County Dept Public Works
4639 Ben Hur Road
Mariposa, CA 95338 ROOM NO. _____

PERSON TO CONTACT FOR ACCESS David L. Tucker TELEPHONE NO. (209) 916-5356 LOCATION Mariposa, CA ROOM NO. _____

BILLING ADDRESS (INCLUDE CITY AND ZIP) above VENDOR ACCT. NO. _____ UTILITY PRIMARY BILL NO. _____

TELEPHONE NUMBER(S) INVOLVED N/A at this time REQUESTED DATE OF SERVICE 4/6/98 GENERAL SERVICES AGENCY CODE _____

CHECK TYPE OF REQUEST

BUSINESS SERVICE
 SINGLE LINE KEYSYSTEM PSX

CENTREX SERVICE
 SINGLE LINE KEYSYSTEM

CALDEX
 WATS
 FAX

CALNET (ATTACH ONE REPRESENTATIVE MONTH'S TOLL STATEMENT)
 STATE AGENCY
 TAX SUPPORTED (ATTACH COPY OF QUARTER OR OTHER DOCUMENTS SHOWING TAX SUPPORTED FUNDING)
 CALNET CALLING CARD (INCLUDE TD'S 807)
 OTHER _____

DATA
 SWITCHED
 DEDICATED

MOBILE TELEPHONE CELLULAR
 OTHER Consultation

BRIEFLY DESCRIBE PRESENT SERVICE
Primarily for new service, see below, and attached letter

PRESENT EQUIPMENT, VENDOR _____ SERVING UTILITY _____

BRIEFLY DESCRIBE SERVICE REQUESTED (ATTACH JUSTIFICATION):
 1. Consultation re new 16000 ft² building under construction, data & phones
 2. Consultation for County switchgear on "Centrex"
 3. Consultation re long distance provider
see attached letter

TOTAL COST OF REQUESTED SERVICE
 RECURRING _____ NON-RECURRING _____

METHOD OF ACQUISITION
 PURCHASE INSTALLMENT PURCHASE
 RENT OTHER _____

APPROVAL BY AGENCY TELEPHONE COMMUNICATIONS REPRESENTATIVE

PRINTED OR TYPED NAME David L. Tucker TELEPHONE NO. _____

SIGNATURE David L. Tucker DATE _____ CALNET: _____
 PUBLIC: ()

ADDRESS: Mariposa Co. Dept Public Wks, 4639 Ben Hur Rd, Mariposa, CA 95338

TELECOMMUNICATIONS DIVISION

APPROVED DISAPPROVED (SEE COMMENTS BELOW) INFORMATION ONLY

PRINTED OR TYPED NAME _____ TELEPHONE NO. _____

SIGNATURE _____ DATE _____ CALNET: _____
 PUBLIC: ()

COMMENTS: _____ DATE ORDER SENT TO _____
 VENDOR _____ UTILITY _____

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