

PLACER COUNTY

ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

DATE: June 24, 2008

SUBJECT: Recommendation to Approve a Budget Revision, Add NEC Brand Telephone Equipment to the Administrative Services Department's Master Fixed Asset List and Approve the Purchase of a NEC Telephone System, Data Equipment and Services to Support the Child Support Services Department.

RECOMMENDATION

Approve the attached budget revision in the amount of \$197,890.75 within the appropriate accounts of the Administrative Services Department's Telecommunication Division FY07/08 budget unit; add NEC Brand Telephone Equipment to the Administrative Services Department's Master Fixed Asset List; approve the purchase of a NEC telephone system from Shared Technologies of Fremont, CA in the amount of \$97,109.67 and authorize the Purchasing Manager to sign the resulting purchase orders for the acquisition of telephone, data and services to support the relocation of the Child Support Services Department.

BACKGROUND

On June 10, 2008 your Board approved Resolution No. 2008-161 authorizing the Purchasing Manager to purchase furnishings, telephone/data materials and services to support the relocation of the Child Support Service Department into their new facility at 1000 Sunset Blvd., Rocklin, CA.

The Administrative Services Department's Telecommunication Division (Department) manages and maintains the County's NEC telephone network. The Department has a requirement to purchase a new NEC telephone system to extend the County's telephone network to the new Child Support Services facility.

The telephone switching equipment is in compliance with County standards and fully integrates with the County's telephone network. Services supported by the new telephone system include internal four digit dialing capabilities, voicemail and centralized billing.

On June 13, 2008 Shared Technologies presented the Department with a proposal in the amount of \$97,109.67 for the purchase of a NEC telephone system. Shared Technologies' proposal is based on GSA Advantage Program pricing a competitively bid public agency contract that supplies state and local agencies with NEC brand products and services at a volume discount rate of 35% below manufacturer's list price.

In accordance with Purchasing Policy Manual 1.3(e)(3), purchases against another public agency's competitively awarded contract are exempt from competition. Shared Technologies' GSA Advantage Program proposal meets this criterion.

However, in order to proceed with this purchase your Board's approval of the necessary budget revision and addition of equipment to the Administrative Services Department's Master Fixed Asset List is required.

FISCAL IMPACT

The resulting Purchase Orders from this recommendation will not exceed \$197,890.75 and revenues to support the requested budget revision for the purchase of the NEC telephone system, data equipment and services will come from the Child Support Services Department's FY07/08 budget. The Child Support Division is 100 percent funded by State and Federal sources with no impact to the County's General Fund.

Respectfully submitted,



Clark L. Moots
Director of Administrative Services

Cc: Troy Held, Director of Child Support Services
Ron Baker, Senior Administrative Services Officer
Sandy Hammock, Senior Administrative Services Officer
Jim Boggan, Purchasing Manager
Jerry Gamez, IT Division Manager

Attachments.

ADDITIONS TO THE MASTER FIXED ASSET LIST

Administrative Services Department

Appropriation 0210

1 each	NEC TELEPHONE SWITCH	<u>\$97,109.67</u>
	Total Fixed Asset Additions	\$97,109.67

BUDGET REVISION

PAS DOCUMENT NO.

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
01	BR	395,781.50	7

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

6/13/08
 Auditor-Controller
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
01	006		250	100	990210		8118			107,960.92	01	014		250	100	990210		4451			97,109.67
01	006		250	100	990210		8124			13,889.58	01	014		250	100	990210		2534			94,396.08
01	006		250	100	990210		8125			76,040.25	01	014		250	100	990210		2054			6,025.00
											01	014		250	100	990210		2290			360.00
TOTAL										197,890.75	TOTAL										197,890.75

REASON FOR REVISION:

Budget Revision for NEC Telephone system and associated costs to extend the County's telephone network to the new Child Support Services facility at 1000 Sunset Blvd, Rocklin, CA. Backup on file at Administrative Services / Telecommunications and Child Support Services.

Prepared by Sandy Hammock Ext 4226
 Department Head *Clark J. Mootz*
 Board of Supervisors _____

Date: 6/24/08
 Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services



DATE: June 24, 2008

SUBJECT: **Fiscal Impact Statement**

Recommendation to Approve a Budget Revision, Add NEC Brand Telephone Equipment to the Administrative Services Department's Master Fixed Asset List and Approve the Purchase of a NEC Telephone System, Data Equipment and Services to Support the Child Support Services Department.

The Administrative Services Department's Telecommunications Division has a requirement to purchase a new NEC telephone system to extend the County's telephone network to the new Child Support Services facility at 1000 Sunset Blvd., Rocklin, CA.

The Purchase Order resulting from this recommendation will not exceed \$197,890.75 and revenues to support the requested budget revision for the purchase of the NEC telephone system, Data equipment and Services will come from the Child Support Services Department's FY07/08 budget. The Child Support Division is 100 percent funded by State and Federal sources with no impact to the County's General Fund.

