

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 08/03/15
ITEM FROM FINANCE COMMITTEE MEETING OF 08/12/15

ISSUE:

11. Request for Approval of Procurement Under State Price Agreements – City-Wide Utility and Telecommunication Services for ITT Department; Qwest d/b/a CenturyLink and Verizon Wireless. (Yodel Catanach and Renee Martinez)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	Excused		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

4-13-15

City of Santa Fe, New Mexico

memo

DATE: July 16, 2015
TO: Finance Committee/City Council
VIA: Oscar Rodriguez, Finance Department Director
Robert Rodarte, Purchasing Officer *RR*
Renée Martínez, ITT Department Director *RM*
FROM: Yodel M. Catanach, Telecommunication Specialist *YMC*
RE: QWEST d/b/a CenturyLink and Verizon over \$50,000

SUMMARY:

ITT Department is requesting approval to exceed \$50,000 in purchases with CenturyLink Telecommunications Utility and Verizon Wireless. Service provides Flat Business Lines, Qwest Metro Optical Ethernet (QMOE) and IQ Networking Internet Port 40 Mbps, Toll Free Accounts, Long Distance Access Account. Below are the estimated costs for these services for FY 15/16.

<u>Vendor Number</u>	<u>Name</u>	<u>Amount</u>
# 515693	Century Link Summary (Landlines for all city offices) 162 Flat Business Lines (traffic lights, fire/burglar alarms SCADA water monitoring, satellite office 18 DS1 (Digital Signal 1) 1 DS3 (Digital Signal level 3) 4 ISDN PRI (Integrated Service Digital Network Primary Rate Interface) to allow DID Trunking (allow a block of numbers in City Hall PBX phone system	\$ 436,023.57
# 517367	Century Link QMOE (Qwest Metro Optical Ethernet) Within 90 days QMOE at 29 sites	\$ 246,963.54
# 517368	Century Link IQ (IQ Networking Internet Port 40 Mbps) Internet fee for 29 sites with QMOE	\$ 64,800.00
# 517368	Century Link LDAC (Long Distance Access Code) (1100 LDAC & 2 Toll Free accounts)	\$ 8,700.00
	CenturyLink Accounts Total	\$ 756,487.11

Verizon Wireless #220780 Wireless Accounts Total \$320,000.00

Statewide price Agreements Summary Pages are attached and complete SPA are available on the Internet and on file in ITT for review. The SPA contract numbers are listed below.

<u>Vendor Name</u>	<u>State Price Agreement Contract Number</u>
QWEST d/b/a CenturyLink	20-000-00-00097/40-000-13-00020
Verizon Wireless	GS-35F-0119P

ACTION:

Please approve this memorandum to authorize payments for FY 15/16 for the above utility services to Century Link and Verizon Wireless. ITT purchases equipment and services on behalf of all City Departments, funding would be charged to various business units. Thank you for your assistance on this matter.

CITY OF SANTA FE OTHER METHOD PROCUREMENT CHECKLIST

Contractor Name: Century Link and Verizon

Procurement Title: Over \$50,000 memo for Verizon and Century Link

Other Methods: State Price Agreement Cooperative Sole Source Exempt Other 18.7.B

Department Requesting/Staff Member ITT Department Renee Martinez

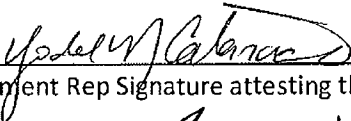
Procurement Requirements:

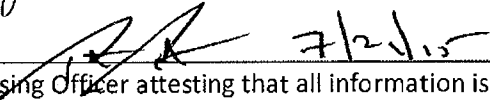
A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to Finance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summary of Contracts and Agreements form
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

Yodel M Catanach – Telecom Specialist
 Department Rep Printed Name and Title


 Department Rep Signature attesting that all information included

 7/2/15
 Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR OTHER METHOD FILE*

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Sole source Request and Determination Form
<input type="checkbox"/>	<input type="checkbox"/>	Contractors Exempt Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchasing Officers approval of exempt procurement
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all Sole Source submittals

*

Other: _____

AWARD*

YES N/A

Fully executed Memo to Committees from the Department with recommendation of award
 Other: _____

CONTRACT*

YES N/A

Copy of Executed Contract
 Copy of all documentation presented to the Committees
 Finalized Council Committee Minutes
 Other: _____

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

Department Rep Printed Name and Title

Department Rep Signature attesting that all information included

18. EXEMPTIONS

18.1 All procurement shall be achieved by competitive sealed bids or formal proposals, except as follows:

1. Section 6, SMALL PURCHASES: PURCHASES OF TANGIBLE PERSONAL PROPERTY UNDER \$50,000.
2. Section 11, COOPERATIVE PROCUREMENT.
3. Section 12, PROCUREMENT BY THE CITY ON BEHALF OF OTHER GOVERNMENTAL ENTITIES.
4. Section 16, SOLE SOURCE PROCUREMENTS.
5. Section 17, EMERGENCY PROCUREMENTS.
6. Section 24, PROCUREMENT OF PROFESSIONAL SERVICES UNDER \$50,000.
7. Procurements exempted from competitive procurement are as follows:
 - a. printing and duplicating contracts required in connection with court proceedings;
 - b. purchases of publicly provided utilities such as: gas, electricity, water, telephone, cable TV;

*



State of New Mexico
General Services Department

Statewide Price Agreement

Awarded Vendor
0000006161
Qwest Communication
400 Tijeras NW, Suite 410
Albuquerque, NM 87102

Telephone No. (505) 924-0408

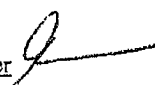
Price Agreement Number: 20-000-00-00097

Payment Terms: See Contract

F.O.B.: See Contract

Delivery: See Contract

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public bodies
allowed by law.

Procurement Specialist: Gerrie Becker 

Telephone No.: (505) 476-3121

Invoice:
As Requested

Title: **Internet Services**

Term: **June 1, 2012 thru January 31, 2016**

This Price Agreement is made subject to the "terms and conditions" shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

Date: 05/24/12

New Mexico State Purchasing Agent

State of New Mexico
 General Services Department
 Purchasing Division
 Price Agreement #: 20-000-00-00097

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Establish a Statewide Price Agreement based on GSA Contract # GS-35F-0208L for Electronic Commerce (EC) Services, Internet Access Services.

Contract orders shall be issued only to vendors shown under this Statewide Price Agreement. Prices shall be equal to or less than the price stipulated under the above listed GSA Contract.

Agencies must verify that items being purchased, rented, etc., are listed on the above referenced GSA. Only those items listed may be placed on contract orders under this Statewide Price Agreement. A complete copy of the GSA catalog must be retained by the using agency for auditing purposes. Trade-ins are not allowed under this Statewide Price Agreement.

Vendors under this Statewide Price Agreement are required to furnish a complete copy of the GSA catalog to the using agency upon request. Vendors must certify upon request that only those products, supplies or services accepted by the federal government are included in GSA price list.

State and local government catalogs are not acceptable.

NOTE: all terms and conditions established in the referenced GSA and by the New Mexico State Purchasing Agent shall prevail.

The Contractor agrees to provide a utilization report to the Agreement Administrator in accordance with the following schedule:

<u>Period End</u>	<u>Report Due</u>
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

The periodic report shall include the gross total sales for the period subtotaled by procuring agency name. The report shall be accompanied with a check payable to the State Purchasing Division for an amount equal to three quarters of one percent (0.75%) of the total sales for the period.

This agreement is not intended to be used to procure "Open Market" items.

Item	Approx. Qty.	Unit	Article and Description	Unit Price
001	1	Each	Internet Services as per GSA Contract	

1 Item Total

Susana Martinez
NEW MEXICO GOVERNOR

Edwynn L. Burekle
CABINET SECRETARY
GENERAL SERVICES DEPARTMENT

Lawrence O. Maxwell
STATE PURCHASING AGENT
STATE PURCHASING DIVISION



NEW MEXICO
GENERAL SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION
(505) 827-0620
BUILDING SERVICES DIVISION
(505) 827-2348
PROPERTY CONTROL DIVISION
(505) 827-2141
PURCHASING DIVISION
(505) 827-0472
RISK MANAGEMENT DIVISION
(505) 827-0442
TRANSPORTATION SERVICES DIVISION
(505) 476-1802

MEMORANDUM

Date: April 13, 2012
Memo To: Qwest Communications Company, LLC
Memo From: Mr. Lawrence O. Maxwell, State Purchasing Agent
RE: GSA based price agreement for Internet Services

Please be advised the State Purchasing Agent is willing to establish a price agreement based upon your willingness to extend your GSA pricing, terms and conditions to the State of New Mexico subject to the following requirements:

1. In accordance with 13-1-129 (A)(1) NMSA 1978, all sales under the existing price agreement between Qwest Communications Company, LLC and the State of New Mexico will contain terms, conditions and pricing equal to or better than Qwest's Federal Supply Schedule contract GS-35F-0208L with the U.S. General Services Administration (GSA), ("Schedule 70 Contract"), as it may be amended or modified from time to time without further agreement by the State of New Mexico. Qwest agrees to remit the fee of 0.75% Industrial Funding Fee to the State of New Mexico, State Purchasing Division, on a quarterly basis to offset contract administration costs.
2. Along with submitting the required fee, the vendor must also agree to supply the State of New Mexico, State Purchasing Division, with a quarterly usage report broken out, at a minimum, to the state agency and local public body level.

If you agree to the above conditions please sign at the space provided below and fax back to 505-827-2484. If you have any further concerns please contact Gerrie Becker at 505-476-3121. By signing this document you are certifying that you have the authorization to bind your company.

Your immediate attention to this matter is greatly appreciate

Qwest Communication Company, LLC
Company Name

May 18, 2012
Date

Susana Baker
Signature

Manager-Offer Mgmt
Title

DELIVERY ADDRESS: Joseph Montoya Building Rm. 2016, 1100 St. Francis Drive, Santa Fe, New Mexico 87505

MAILING ADDRESS: P.O. Box 6850, Santa Fe, New Mexico 87502



FEDERAL GOVERNMENT CONTRACT SUMMARY

Contract Name: GSA Federal Supply Schedule (FSS)
Contract #: GSA – FSS (GS-35F- 0119P)
Contract Description: Nationwide – Government Agency Liability Only

Federal Supply Schedules Program:

The Federal Supply Schedules Program closely mirrors commercial buying practices. It provides ordering activities with literally millions of state-of-the-art; high-quality commercial products and services at volume discount pricing on a direct delivery basis. Ordering activities place orders directly with vendors. All ordering activities, large or small, even those in remote locations, are provided with the same services, convenience, and pricing. The Federal Supply Schedules Program also offers the benefits of shorter lead-times, lower administrative costs, and reduced inventories.

Contract Term: 5 years plus 3 options (potential 20yrs)
Extension through 11/22/2015

Issue Date: 12/03

Schedule: Group 70 I/T

SIN: 132-53

Web Site: www.gsaadvantage.gov
(Enter contract number GS-35F-0119P in the "Search/Browse" section and click "Go!")

Pricing: 19%-25% access discount for eligible promotional or non-promotional pricing plans of \$34.99 and above

Equipment discount: (Open Market Government pricing)

Accessory discount: 25%

Product/Services Offering: Wireless Voice and Data Service
America's Choice for Business, America's Choice for Business with PTT, IN Calling, PTT Unlimited, NationalAccess/Broadband Access and GlobalAccess, Field Force Manager, Fleet Administrator, QSec, WPS, Telemetry, RIM Blackberry®, Smart Phone PDA, Picture Messaging, Global voice and data plans, National and Regional voice and data pooling options, Nationwide calling plans

ETF Y/N: No

Activation Fee: No

Billing Options: Direct Bill, My Biz or VEC billing is available



Employee line eligible: No

FEDERAL GOVERNMENT CONTRACT SUMMARY

Federal Acquisitions Regulation

FAR 8.4 Compliant: Orders placed against a GSA Multiple Award Schedule (MAS) contract are **considered to be issued using full and open competition** (see FAR 6.102(d)(3)). Ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business programs. By placing an order against a GSA Schedule contract using the procedures in this section, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the government's needs. Note: Certain additional requirements and limitations may exist for DOD customers.

FAR Web Site: http://www.arnet.gov/far/current/html/Subpart_8_4.html#1046478

Eligible Customers:

- (1) Executive agencies including non-appropriated fund
- (2) Government contractors authorized in writing by a Federal agency;
- (3) Mixed ownership Government corporations
- (4) Federal Agencies, including establishments in the legislative or judicial branch of government
- (5) The Government of the District of Columbia;
- (6) Authorized Tribal governments
- (7) Qualified Nonprofit Agencies;
- (8) Organizations authorized by GSA pursuant to statute or regulation to use GSA as a source of supply; and
- (9) State, local, regional or tribal governments or any instrumentality thereof (including any local educational agency or institution of higher learning)

VZW Contract Administrator: Clover Franklin, 240-568-2101
Clover.Franklin@verizonwireless.com

VZW Federal Supply Schedule Support Line: 1-800-561-6227
Monday – Friday / 7:00AM – 9:00PM EST

Purchase Cards accepted: Yes

BPA's: Yes (must be reviewed/approved by VZW contracts Federal Government Contracts team)

Cooperative Purchasing:

Under Cooperative Purchasing, state and local entities may purchase a variety of information technology (IT) from contracts awarded under GSA Federal Supply Schedule 70, Information Technology, as well as from contracts under the Corporate Schedule containing IT special item numbers.

GSA- Federal Supply Schedule – Cooperative Purchasing FAQ Link:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?faq=yes&pageTypeId=8199&contentId=8125&contentType=GSA_OVERVIEW