

Council Action:	
Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Date of Action: 4/8/19	
Verified by: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 19-12: Award Of A Three (3) Year Contract To Alaska Communications Internet, LLC (ACS) In The Amount Of \$330,000 For Information Technology Support Services.

Originator: April Dwyer, Purchasing
 Date: 3/26/2019

Agenda of: 4/8/2019

Route to:	Department Head	Signature	Date
X	Chief of Police	<i>[Signature]</i>	3/27/19
	Public Works Director		
	Recreation Services Director		
X	Finance Director	<i>[Signature]</i>	3/26/19
X	Deputy Administrator	<i>[Signature]</i>	3/28/19
X	City Clerk	<i>[Signature]</i>	3/28/19

Reviewed by Mayor Bert L. Cottle: *[Signature]* 3/28/2019

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number/amount:

		FY19
Purchased Services - MIS	001.4192.416.30.34	\$31,250
Purchased Services – WPD	001.4210.420.30.34	\$78,750

Attachments: ACS Cost Proposal (3 pages)

Summary Statement: In accordance with WMC 5.08.120, on February 15, 2019, The City of Wasilla issued Request for Proposal 0215-0-2019/AD for Information Technology Support Services. The objective was to secure a three (3) year contract with two (2) additional one (1) year optional renewals with a stable, reputable, and experienced firm.

Proposals were received from Alaska Communications Internet, Arctic IT, and AlasConnect. Technical Proposals were then reviewed and scored by the Proposal Evaluation Committee; consisting of four (4) City employees. Cost was scored separately by the Purchasing/Contracting Officer. ACS received the highest score and is being recommended for contract award with a contract start date of July 1, 2019.

Staff Recommendation: Award Of Contract To Alaska Communications Internet In The Amount Of \$330,000 For Information Technology Support Services.



COST PROPOSAL TRANSMITTAL PAGE

Alaska Communications appreciates the opportunity to provide the enclosed cost proposal in response to your RFP.

Hourly Pricing Structure

The hourly rates provided on the enclosed Cost Form are shown as a range due to variations over the contract term. An expanded table is shown below for clarity.

Applicable Hourly Fees for:	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
Regular (on-site)	\$50.00	\$52.50	\$55.12	\$57.88	\$60.78
Overtime (on-site)	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16
Travel	\$50.00	\$52.50	\$55.12	\$57.88	\$60.78
Training ¹	\$50.00	\$52.50	\$55.12	\$57.88	\$60.78
Telephone Support ²	\$50.00	\$52.50	\$55.12	\$57.88	\$60.78
Service Levels of Technician – Project Engineer	\$125.00	\$131.25	\$137.81	\$144.70	\$151.94
Other Costs	n/a	n/a	n/a	n/a	n/a

1 Training rate is associated with the technician’s time while attending training and does not includes costs of travel or of the training itself.

2 Telephone support is specific to on-call coverage when the on-site technician is unavailable (due to illness or vacation, for example) and Alaska Communications assists the City with any IT issues via telephone.

Alternative Pricing Structure

In addition to the requested breakdown of hourly fees as per the RFP’s Attachment F – Cost Form, Alaska Communications is pleased to offer an alternative to the traditional hourly-based rate schedule.

If the City prefers, it may opt for a flat monthly recurring charge. The monthly charge stabilizes the City’s budget for IT support services and simplifies the billing process. It has been developed using the average of actual billings over the most recent 12-month period of your existing contract with Alaska Communications. As with the current hourly billing process, the monthly flat rate does not include holiday or personal time off coverage for the on-site technician where backfill is not provided.

Applicable Monthly Flat Rate Fees for:	Year 1	Year 2	Year 3	Option Year 4	Option Year 5
Regular (on-site)	\$7,341.50	\$7,708.58	\$8,094.00	\$8,498.70	\$8,923.64
Overtime (on-site)	Hourly Rate Structure Applies ³				
Travel	Hourly Rate Structure Applies ³				
Training	Hourly Rate Structure Applies ³				
Telephone Support	Hourly Rate Structure Applies ³				
Service Levels of Technician – Project Engineer	Hourly Rate Structure Applies ³				
Other Costs	n/a	n/a	n/a	n/a	n/a

3 Overtime hours performed by the on-site technician, travel time (not including costs of travel such as mileage or flight expenses), training (not including travel costs or training fees), telephone support for times when the on-site technician is unavailable, or project engineer time are not included in the monthly flat rate. Hourly rates as shown in the Hourly Pricing Structure table above will apply.



We look forward to the opportunity to discuss this proposal in more detail. If you have questions regarding this offer, please contact:

Mat Spence, Client Account Manager II
(907) 350-8056 Mobile
(907) 564-1969 Direct
Matthew.Spence@acsalaska.com

Bruce Witt, Technical Account Manager
(907) 632-5424 Mobile
(907) 375-1145 Direct
Bruce.WittJr@acsalaska.com

Sincerely,

A handwritten signature in black ink that reads 'Bill Bishop'. The signature is fluid and cursive, with a large loop at the end of the last name.

Bill Bishop
Senior Vice President, Business Market
Alaska Communications

Attachment F – Cost

Your cost proposal will be based on a Monday – Friday 40-hour work week for one onsite technician. The cost proposal will be submitted in a clearly marked and sealed envelope separate from the technical proposal. Failure to package this proposal separately could result in the proposal being deemed non-responsive. The cost proposal shall have a transmittal page including: name, address and contact information, listing of any applicable fees that are not expressly listed below. This transmittal page and cost proposal shall be signed by an authorized representative.

Provide applicable fees for:	Hourly Fee
Regular	\$50.00 - \$60.78
Overtime	\$75.00 - \$91.16
Travel	\$50.00 - \$60.78
Training	\$50.00 - \$60.78
Telephone Support	\$50.00 - \$60.78
Service Levels of Technician (Ex: Tech I, Tech II)	\$125.00 - \$151.94, Project Engineer
Other Costs (provide a detailed list)	N/A

Monthly Recurring Charge, alternate offer	\$7,341.50 - \$8,923.64
---	-------------------------