

Action: Approved | Denied | Other
 Date Action Taken: June 27, 2022
 Verified By: [Signature]
 Clerk's Note: N/A

**City of Wasilla
 Action Memorandum No. 22-16**

Contract Award To Alaska Communications Internet, LLC. (ACS) In The Amount Of \$120,150 For Information Technology Support Services, Specifically To Fund One On-Site Technician At MATCOM.

Originator: April Dwyer, Purchasing
 Date: 6/12/2022

Agenda of: 6/27/2022

Route to:	Department Head	Signature	Date
X	Finance Director	[Signature]	6/15/2022
X	Deputy Administrator	[Signature]	
X	City Clerk	[Signature]	6/16/2022
X	Mayor	[Signature]	6-16-22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number/amount:

Professional Services	001.4192.416.30.34	\$5,500
Professional Services	001.4240.420.30.34	<u>\$114,650</u>
		\$120,150

Attachments: ACS Cost Proposal (2 pages)

Summary Statement: In accordance with WMC 5.08.120, on February 15, 2019, the City of Wasilla issued Request for Proposals 0215-0-2019/AD for Information Technology Support Services. ACS received the highest score and was awarded an initial contract beginning July 1, 2019, and ending on June 30, 2022. This contract allows for two (2) optional (1) year renewals.

This contract is for one full-time technician located at MATCOM to provide additional maintenance and support for all City of Wasilla systems with a focus on Network Connectivity and System Administration for critical infrastructure at the dispatch center that necessitates 100% uptime.

The City of Wasilla would like to exercise the first option year beginning July 1, 2022, and ending June 30, 2023.

Staff Recommendation: Approve the Action Memorandum.



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 include 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:

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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