



Midpeninsula Regional  
Open Space District

R-22-19  
Meeting 22-04  
February 9, 2022

## AGENDA ITEM 4

### AGENDA ITEM

Contract with Comcast Business, Inc., for Fiber Optic Internet Services

### GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a contract with Comcast Business Inc., for five years of high-speed fiber optic internet services at an annual amount of \$180,000, for a total not-to-exceed amount of \$900,000, based upon a cooperative purchasing agreement through the State of California CALNET contract.

### SUMMARY

The General Manager recommends entering into a contract for five years of service with Comcast Business Inc., (Comcast) for continued high speed fiber optic internet services at District offices to support business continuity. Comcast's fiber optic internet services provide high-speed internet to District offices and high-speed connections between offices. The annual cost would amount to \$180,000 for a not-to-exceed total amount of \$900,000 over the next five years. There are sufficient funds in the fiscal year 2021-22 (FY22) budget to cover the first year of expenses. Future annual funds would be budgeted for in the subsequent four fiscal years.

### DISCUSSION

In 2018, the Midpeninsula Regional Open Space District (District) Board of Directors (Board) awarded a three-year contract to Comcast for \$530,000 to install fiber optic lines and \$345,000 to provide high-speed internet services. Installation of the fiber optic internet was completed for the new Administrative, Foothills, Skyline, and South Area offices in FY20. The increased fiber optic internet bandwidth has made it possible for the District to expand its information systems to improve and enhance numerous business needs (e.g., Enterprise GIS, Cityworks (asset management system), SharePoint (document management system), and the Microsoft Office suite). These information systems are reliant on high-speed internet, as are the District's telephone systems and online meeting platforms (i.e., Microsoft Teams, Zoom, and the Microsoft Phone System planned for implementation in late FY22). Continuing to fund fiber optic internet services will allow the District to meet critical communication needs, support business continuity and maintain and expand upon organizational efficiencies.

As of the prior 2018 three-year contract, annual costs have increased from \$115,000 to \$180,000 to account for the addition of a fourth office (South Area in Campbell) and an increase in bandwidth from 200Mbps (Megabits per second) to 1000Mbps. This increased bandwidth is necessary for online meetings, which are now critical for holding remote/hybrid public Board

and Committee meetings and for District staff to conduct their work with partner agencies, vendors, contractors, remote workers, and attend trainings.

Pricing for the recommended contract is derived from the State of California CALNET Contract. The California Department of Technology (CDT) service offerings available through the CALNET Contract are designed to meet State agency purchasing requirements and are available to qualified non-state agencies, including special districts like the District. Section IV.C of Board Policy 3.03, *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* provides that the District may "join in cooperative purchasing agreements with other public agencies (e.g., the State of California, counties, cities, schools, or other special districts) to purchase goods or services at a price established by that agency through a competitive bidding process."

### **FISCAL IMPACT**

The FY22 budget contains sufficient funds to cover the cost of the contract through June. Funds for future fiscal years will be recommended as a part of the annual Budget and Action Plan process. Annual fees are based on State of California CALNET five-year contract pricing.

<b>Agreement Year</b>	<b>Fiscal Year</b>	<b>Annual Cost</b>
Year 1	FY22	\$180,000
Year 2	FY23	\$180,000
Year 3	FY24	\$180,000
Year 4	FY25	\$180,000
Year 5	FY26	\$180,000
	<b>Total Costs</b>	<b>\$ 900,000</b>

### **PRIOR BOARD AND COMMITTEE REVIEW**

On April 25, 2018, the Board of Directors approved the General Manager's recommendation to enter into a prior three-year contract with Comcast for fiber optic installation and internet services for a total not-to-exceed amount of \$875,000. ([R-18-40](#), [Meeting Minutes](#))

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

Upon Board approval, the General Manager will execute the contract for Comcast fiber optic internet service.

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