



Resolution – Network Upgrade Project Bid

**BOARD OF TRUSTEES
December 18, 2014**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from OneNeck IT Solutions, Scottsdale, Arizona (local office Kansas City, Missouri) in the amount of \$235,005.89 for the network upgrade and related work for the library building. The purchase shall be paid from:

General Fund, Digital Services Support line, \$46,334.86;

General Fund, Special Projects line, \$125,851.29;

State Aid Fund, \$62,819.74.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid. This process is required under the Purchasing Policy amended October 16, 2014 because the proposed expenditure exceeds \$20,000.

Topeka & Shawnee County Public Library has an enterprise network that was originally created when the library building was renovated in 2001. The network has seen incremental upgrades through individual projects. Currently, network components like switches and routers are at end-of-life and need to be replaced, and the library's six network closets utilize outdated connectivity between closets. A seventh network closet is needed to support the growing technology needs of the second floor.

Background: What is a network? It is possible to connect a number of computers and other electronic devices to form what is called a **computer network**. The computers and devices that are part of the network can "talk" to each other and exchange information. In addition to the computers and devices that are connected, other devices are often needed for the network to operate properly. Examples for such devices include [hubs](#) and [switches](#). A network using one technology can be connected to another one using a different technology with a component that is known as [router](#). [Firewalls](#) are commonly used to protect the network. In general, networks that use cables to connect can operate at higher speeds than those using wireless technology. A [Local Area Network](#) (LAN) connects computers that are close together. Building a LAN is easier than connecting different networks (to what is called [Wide Area Network](#)). The largest network is called the [Internet](#). (Source: Wikipedia)

The Library's goal is to upgrade our enterprise network and create a network that is flexible, expandable, and is ready for future growth and rapid technology change.

Earlier this year, the Library worked with a consultant, Networks Plus, to conduct a comprehensive network infrastructure analysis. The RFP for this project was written based on results of our network analysis.

A Request for Proposal (RFP) for the purchase and installation the network upgrade was issued on November 7, 2014. Notice of the RFP was sent to four vendors and posted on the Library's website. Seven vendors submitted bids for the project. One vendor was disqualified for not attending a required site visit.

Analysis of the bids is documented on the attached spreadsheet. Analysis included examining data rates provided, price, hardware cost, hardware company ranking based on national, independent rating organizations, annual maintenance fees, staff research, and information obtained via reference calls.

Fiscal Note: Funding is available from the General Fund, Special Projects line due to: (1) RFID/self-check project costing less than projected (\$84,616.29); (2) the inability to place computer equipment in county community centers because of lack of internet connectivity (\$16,930); (3) potential Bookmobile cost over projections not needed (\$5,000); and (4) delay of lockbox/dispenser placement, except for HyVee expansion (\$19,305). This line item will end 2014 \$200,000 under-budget due to the planned carryforward of funding for the Voice Over Internet Protocol telephone system project in 2015. A data storage expansion project was budgeted at \$40,000 in General Fund, Digital Services Support line, and was applied to the network upgrade project. The full 2014 State Aid distribution is allowable for this one-time project (\$62,819.74).

Staff Recommendation:

The Library recommends choosing OneNeck IT Solutions. Their bid included industry-standard Cisco hardware, a \$40,000 trade-in discount for current equipment, which lowered the hardware cost, and low cabling and annual maintenance costs compared to other similar bids.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____