

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Jerry Gruber, General Manager
Monique Madrid, District Clerk
Haley Dodson, Confidential Administrative Assistant

Meeting Date: May 24, 2018

Subject: DISCUSSION AND CONSIDERATION
TO APPROVE AMENDED
AGREEMENT FOR CONSULTANT
SERVICES WITH TEKTEGRITY AND
AUTHORIZE AN ADDITIONAL \$1500
FOR LABOR COSTS

RECOMMENDATION: Staff recommends that the Board of Directors approve the attached amended Agreement for Consultant Services with TekTegrity and authorize an additional \$1,500 for labor costs.

FISCAL IMPACT: Increase in labor costs of \$1,500.

DISCUSSION: Staff would like to thank the Board for allowing this item to be brought back for additional consideration. At the March 22, 2018 Regular Board meeting, this item came before the Board for consideration and was not approved. A concern was raised regarding total expenses paid to TekTegrity in the amount of \$83,000 when an expectation of \$45,000 and \$26,000 equaling \$67,000 - \$68,000 was authorized.

At the June 22, 2017 Regular Board Meeting, the Board approved \$26,376 for annual support estimated at 10 hours of support per month with an additional \$5,747 for hardware and labor onboarding costs. At that time, an explanation of how we arrived at the estimation of time needed.

At the October 26, 2017 Regular Board meeting, the Board authorized \$45,494.50 for the purchase of hardware, software and labor costs for the upgrade and replacement of equipment for the CCSD network. The cost was an estimate based on the engineer's review of the required work. At the time of the preparation of the proposal, the Board of Directors did not have CCSD issued email addresses. By the time we went live with the new Microsoft Office 365 software, the Board of Directors emails had been added to the system. This addition was not initially accounted for in the original proposal.

Following the March 22, board meeting, staff went back and reviewed the records and worked with TekTegrity to provide an accurate and detailed analysis to determine the number of hours reduced compared to the number of hours charged as a result of staff negotiating with Tek Tegrity. Initially, the hours required to finish the project were estimated to be 52 hours at a cost of \$125 per hour for a total of \$6,500. Staff worked with TekTegrity and an agreement was reached to cap the additional labor cost at 12 hours with a rate of \$125 per hour for a total of \$1,500. This resulted in a cost savings to the CCSD of \$5,000.

Staff has prepared a chart below for your reference. CCSD staff is very appreciative of TekTegrity's willingness to work with us to finish the project, and only exceeding the approved budget of \$45,494.50 by 3.3% or \$1500. Staff would like to reassure the entire Board that we do work closely with vendors in order to stay within the authorized contract amounts. Often times vendors provide work for which they do not charge, as they did in this case.

Please find a more detailed analysis of the expenses paid to TekTegrity for the fiscal year 2017/2018 below, including the server project, annual support, and various hardware purchases and installation/labor charges.

Server Project			
11/14/2017	01-6170-09	Adm/Hardware & Software Deposit	\$10,971.66
11/30/2018	01-6170-09	Adm/New Servers and Microsoft 365	\$23,119.50
1/31/2018	01-6170-09	Adm/Server/Network	\$6,629.59
2/16/2018	01-6170-09	Adm/One Hour of Labor	\$130.00
2/28/2018	01-6170-09	Adm/5 BOD Microsoft Office 365 Subscriptions	\$300.00
2/28/2018	01-6170-09	Adm/20.5 Billable Hours	\$2,600.00
4/25/2018	01-6170-09	Adm/Engineer Regular Work	\$1,531.25
			\$45,282.00
Admin Laptops/Computers/Accessories			
Date	Account Number	Notes	Amount
7/31/2017	01-6044-09	Adm/Wattbox 3 Outlet Security Firewall	\$4,084.53
8/31/2017	01-6044-09	Adm/Tek Services Essentials Billable	\$1,156.25
8/31/2017	01-6044-09	Adm/Blackbox Kit 4tb Back Up Equipment	\$1,067.96
11/13/2017	01-6045-09	Adm/Deposit for Admin Computers	\$2,819.70
11/30/2017	01-6045-09	Adm/Final Payment for Admin Computers	\$434.19
12/31/2017	01-6045-09	Adm/Install Configure 3 Admin Workstations	\$880.00
1/18/2018	01-6045-09	Adm/DVI Cable 27" Monitor (AT3)	\$215.59
1/31/2018	01-6045-09	Adm/Hard Drive Destruction	\$40.00
1/31/2018	01-6044-09	Adm/Three workstations	\$1,812.50
2/16/2018	01-6045-09	Adm/DVI Cable, LCD Monitor	\$215.59
2/28/2018	01-6045-09	Adm/VGA Cable	\$21.55
2/28/2018	01-6045-09	Adm/VGA Cable	\$26.93
3/31/2018	01-6044-09	Adm/HP Printer C Cox	\$653.81
3/31/2018	01-6044-09	Adm/Rudy's New HP Probook	\$1,187.47
5/14/2018	01-6045-09	Rudy's New Laptop Technician Time	\$500.00
5/14/2018	01-6045-09	Rudy's New Computer Monitor	\$155.05
			\$15,271.12
Water			
10/26/2017	11-6045-11	WD/Bob's New Computer	\$1,469.79
11/22/2017	11-6045-11	WD/WW Microsoft Project 2016	\$589.99
3/31/2018	11-6044-11	WD/HP Laserjet Print	\$521.53
			\$2,581.31
Wastewater			
10/26/2017	12-6045-12	WW/Bob's New Computer	\$1,469.78
11/22/2017	12-6045-12	WW/Bob Gresens Laptop	\$130.00
			\$1,599.78

Admin Monthly Billing			
7/31/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
8/22/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
9/15/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
10/15/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
11/15/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
12/15/2017	01-6044-09	Adm/Monthly billing	\$2,198.00
1/15/2018	01-6044-09	Adm/Monthly billing	\$2,198.00
2/15/2018	01-6044-09	Adm/Monthly billing	\$2,198.00
3/2/2018	01-6044-09	Adm/Monthly billing	\$2,198.00
3/15/2018	01-6044-09	Adm/Monthly billing	\$2,198.00
4/15/2018	01-6044-09	Adm/Monthly billing	\$2,198.00
5/16/2018	01-6044-09	Adm/Monthly billing for June	\$2,198.00
			\$26,376.00
Admin Additional Monthly Hours Billed			
9/30/2017	01-6044-09	Adm/Overage Hours for September 2017	\$1,456.25
11/30/2017	01-6044-09	Adm/Overage Hours for October & November 2017	\$2,437.50
1/31/2018	01-6044-09	Adm/Overage Hours for January 2018	\$1,125.00
2/28/2018	01-6044-09	Adm/Feb 2018 Billable Time	\$3,031.25
4/25/2018	01-6044-09	Adm/Overage Hours for March 2018	\$2,500.00
5/14/2018	01-6044-09	Adm/Overage Hours for April 2018	\$4,250.00
			\$14,800.00

To date, the total cost of the Agreement for the purchase of hardware, software and labor costs for the upgrade and replacement of equipment for the CCSD network is \$45,282.00, with a remaining balance of \$212.50. The cost to finish the project required an additional 12 hours of labor at a cost of \$125.00 per hour, creating a need for an additional \$1,500.

232 hours were spent to complete the entire server project.

30 hours were written off and not billed.

10 hours were performed by Jeff Franklin, who is salaried, and were not billed.

180 hours were originally approved.

12 additional hours were requested at the March and April Board meetings.

Total # of Hours Spent to Complete Project			<p>TekTegrity wrote off 30 hours of work and Jeff Franklin performed an additional 10 hours of work, and didn't bill the CCSD. In total, TekTegrity spent 192 hours on the project and</p>
232	\$ 125.00	\$29,000.00	
30	\$ 125.00	\$3,750.00	
10	\$ 125.00	\$1,250.00	
192		\$24,000.00	
Hours Approved by Board to Complete Project			<p>It took 192 hours to complete the server project, for a grand total of \$24,000, but the Board approved 180 hours, for a total of \$22,500. Staff is requesting that the Board approved an additional \$1500.</p>
180	\$ 125.00	\$22,500.00	
		\$1,500.00	

Based on the above information, staff recommends the Board of Directors approve the amended Agreement for Consultant Services with TekTegrity and authorize an additional \$1,500 for labor costs.

Attachments: Amendment to Agreement for Consultant Services
 Change Order Proposal #JF014857 Version 1
 Before and After Pictures

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS ___RICE___BAHRINGER ___FARMER___WHARTON___PIERSON