



ORANGE COUNTY FIRE AUTHORITY

AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

**EXECUTIVE COMMITTEE
REGULAR MEETING
Thursday, October 27, 2016
5:30 P.M.**

**Regional Fire Operations and Training Center
Board Room
1 Fire Authority Road
Irvine, CA 92602**

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

CALL TO ORDER

INVOCATION by OCFA Chaplain Duncan McColl

PLEDGE OF ALLEGIANCE by Director Hatch

ROLL CALL

1. PRESENTATIONS

No items.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR**REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at www.ocfa.org. You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

2. MINUTES**A. Minutes from the September 22, 2016, Regular Executive Committee Meeting**

Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.

A. Monthly Investment Reports

Tricia Jakubiak, Treasurer

Budget and Finance Committee Recommendation: APPROVE

Recommended Action:

Receive and file the reports.

B. Fourth Quarter Financial Newsletter

Lori Zeller, Assistant Chief/Business Services Department

Budget and Finance Committee Recommendation: APPROVE

Recommended Action:

Receive and file the report.

C. Award of Contract for Copier Replacement and Managed Print Services – RFP JA2114

Lori Zeller, Assistant Chief/Business Services Department

Recommended Actions:

1. Authorize the Purchasing Manager to issue a blanket order for a five-year term to lease multifunctional devices (MFD) units and managed print services with SEMA dba Cell Business Equipment based on the pricing provided in the Best and Final Offer (BAFO) for an annual contract amount of \$145,326 or \$726,630 over the five-year term.
2. Authorize the Purchasing Manager to utilize the contract for additional MFD units or additional copy/print volume needed during the five-year term based on the BAFO pricing provided, not to exceed a 10% increase to the five-year value of the contract.
3. Authorize the Purchasing Manager to extend the current Xerox Corporation blanket orders on a month-to-month basis through no later than March 31, 2017, to provide time for a smooth transition to the new provider, for an amount of \$65,000 to B00694 for copiers at the Regional Fire Operations and Training Center and \$35,000 to B00729 for copiers at the fire stations.

D. Environmental Health and Safety Specialist Classification

Brian Young, Interim Director/Human Resources

Human Resources Committee Recommendation: *APPROVE*

Recommended Actions:

Approve the new Environmental Health and Safety Specialist classification and corresponding salary range.

E. Temporary Entry Permit - Hold Harmless Agreement Irvine Ranch Water District

Brian Young, Assistant Chief/Organizational Planning Department

Recommended Action:

Approve and authorize the Fire Chief or his designee, to execute the proposed Hold Harmless Agreement with the Irvine Ranch Water District.

F. Request for Special Procurement Agency-wide Internet Services

Mike Schroeder, Assistant Chief/Support Services Department

Recommended Action:

Authorize the Purchasing Manager to issue a three-year contract to Cogent Communications Group, Inc. for agency-wide internet services utilizing the special procurement provision in the purchasing ordinance in the total contract amount of \$158,300 or \$52,800 annually beginning March 1, 2017.

G. Sole Source Purchase Order Eagle Aerial Imaging

Mike Schroeder, Assistant Chief/Support Services Department

Recommended Action:

Authorize the Purchasing Manager to issue a sole source purchase order to Eagle Aerial Imaging for digital orthophotography to be used with the OCFA's enterprise Geographic Information Systems and TriTech Computer Aided Dispatch system in the amount of \$63,000.

H. Sole Source Contract Increase for Information Management Technologies

Mike Schroeder, Assistant Chief/Support Services Department

Recommended Action:

Authorize the Purchasing Manager to increase the contract amount for Information Management Technologies by \$96,000 from \$164,000 to \$260,000 for the current contract ending April 30, 2018.

I. Sole Source Purchase of Motorola 800MHz Portable and Mobile Radios Utilizing County of Orange Agreement # MA-060-15011560

Mike Schroeder, Assistant Chief/Support Services Department

Recommended Actions:

1. Authorize the Purchasing Manager to issue a sole source purchase order to Motorola Solutions, Inc. for the purchase of 1,555 radios and accessories in an amount not to exceed \$6,715,163 including shipping and sales tax.
2. Authorize the Purchasing Manager to issue a sole source purchase order to Orange County Sheriff's Department in the amount of \$77,750 to program the new radios.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS

CLOSED SESSION

No items.

ADJOURNMENT – The next regular meeting of the Executive Committee is scheduled for Thursday, November 17, 2016, at 5:30 p.m.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 20th day of October 2016.

Sherry A.F. Wentz, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee Meeting	Wednesday, November 9, 2016, 12 noon
Claims Settlement Committee Meeting	*Thursday, November 17, 2016, 5:00 p.m.
Executive Committee Meeting	*Thursday, November 17, 2016, 5:30 p.m.
Board of Directors Meeting	*Thursday, November 17, 2016, 6:00 p.m.

*Date of meetings moved forward by one week, due to the upcoming Thanksgiving holiday.

MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting
Thursday, September 22, 2016
5:30 P.M.**

**Regional Fire Operations and Training Center
Board Room
1 Fire Authority Road
Irvine, CA 92602**

CALL TO ORDER

As acting Chair, Vice Chair Swift called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on September 22, 2016.

INVOCATION

Chaplain Robert Benoun offered the invocation.

PLEDGE OF ALLEGIANCE

Director Spitzer led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Carol Gamble, Rancho Santa Margarita
Noel Hatch, Laguna Woods
Al Murray, Tustin
Ed Sachs, Mission Viejo
David Shawver, Stanton
Elizabeth Swift, Buena Park
Todd Spitzer, County of Orange

Absent: Gene Hernandez, Yorba Linda
Jeffrey Lalloway, Irvine

Also present were:

Fire Chief Jeff Bowman	Assistant Chief Dave Thomas
Assistant Chief Brian Young	Assistant Chief Lori Zeller
Assistant Chief Mike Schroeder	Assistant Chief Lori Smith
General Counsel David Kendig	Communications Director Sandy Cooney
Clerk of the Authority Sherry Wentz	

1. PRESENTATIONS

No items.

REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)

Budget and Finance Committee Chair Sachs reported at the September 14, 2016, meeting, the Committee voted unanimously to send the Monthly Investments Reports and the Annual Investment Report to the Executive Committee to receive and file the reports and to send the Rebudget of FY 2015/16 Uncompleted Projects to the Board of Directors for its approval. The Committee welcomed newly appointed Directors Shelley Hasselbrink and Joe Muller.

PUBLIC COMMENTS (F: 12.02A3)

Vice Chair Swift opened the Public Comment portion of the meeting. Vice Chair Swift closed the Public Comments portion of the meeting without any comments from the general public.

2. MINUTES

A. Minutes from the August 25, 2016, Regular Executive Committee Meeting

(F: 12.02A2)

On motion of Director Murray and second by Director Shawver, the Executive Committee voted unanimously by those present to approve the regular Minutes of the August 25, 2016, meeting as submitted.

3. CONSENT CALENDAR (Agenda Item Nos 3C and 3D were pulled for separate consideration.)

A. Monthly Investment Reports (F: 11.10D2)

On motion of Director Murray and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the reports.

B. Annual Investment Report (F: 11.10D1)

On motion of Director Murray and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the report.

C. Purchase of Type I Engines (F: 19.09A)

Stephen Wontrobski, Mission Viejo resident, pulled this item from the Consent Calendar to speak in opposition.

On motion of Director Sachs and second by Director Murray, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Kovach Mobile Equipment Corp. for ten Type I Engines at the unit cost of \$567,752 during year-four of the contract (2016).

2. Approve and authorize the Purchasing Manager to purchase additional budgeted Type I Engines from Kovach Mobile Equipment Corp. during year-five of the contract (2017), with pricing escalation not-to-exceed PPI.

D. Purchase of 100' Tractor Drawn Aerials (Quints) (F: 19.09A)

Stephen Wontrobski, Mission Viejo resident, pulled this item from the Consent Calendar to speak in opposition.

On motion of Director Spitzer and second by Director Shawver, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to issue a purchase order to Kovach Mobile Equipment Corp. for up to six Quints at the unit cost of \$1,379,684 during year-two of the contract (2016).
2. Approve and authorize the Purchasing Manager to purchase additional budgeted Quints from Kovach Mobile Equipment Corp. during year-three of the contract (2017), with pricing escalation not-to-exceed PPI.

END OF CONSENT CALENDAR

4. DISCUSSION CALENDAR

No items.

COMMITTEE MEMBER COMMENTS (F: 12.02A4)

The Committee Members offered no comments.

CLOSED SESSION

No items.

ADJOURNMENT – Vice Chair Swift adjourned the meeting at 6:01 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, October 27, 2016, at 5:30 p.m.

Sherry A.F. Wentz, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3A
Consent Calendar

Monthly Investment Reports

Contact(s) for Further Information

Tricia Jakubiak, Treasurer Treasury & Financial Planning	triciajakubiak@ocfa.org	714.573.6301
Jane Wong, Assistant Treasurer	jane Wong@ocfa.org	714.573.6305

Summary

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

Prior Board/Committee Action – Committee Recommendation:

Budget and Finance Committee Recommendation: *APPROVE*

At its regular October 12, 2016, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

RECOMMENDED ACTION(S)

Receive and file the reports.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

Attached is the final monthly investment report for the month ended August 31, 2016. A preliminary investment report as of September 23, 2016, is also provided as the most complete report that was available at the time this agenda item was prepared.

Attachment(s)

Final Investment Report – August 2016/Preliminary Report – September 2016

Orange County Fire Authority Monthly Investment Report



Final Report – August 2016

Preliminary Report – September 2016



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Orange County Fire Authority

Final Investment Report

August 31, 2016



EXECUTIVE SUMMARY

Portfolio Activity & Earnings

During the month of August 2016, the size of the portfolio declined further to \$145.6 million from \$158.8 million. Significant receipts for the month included cash contract payments, intergovernmental agency payments and charges for current services for a total of \$9.7 million. Significant disbursements for the month included primarily biweekly payrolls which were approximately \$10.7 million each with related benefits. Total August cash outflows for operating expenditures amounted to approximately \$24.5 million. The portfolio's balance is expected to decrease further in the following month as there are no major receipts expected for September.

In August, the portfolio's yield to maturity (365-day equivalent) increased by 4 basis points to 0.67% while the effective rate of return rose by 2 basis points to 0.62% for the month and edged up by 1 basis point to 0.61% for the fiscal year-to-date. The average maturity of the portfolio extended slightly by 11 days to 176 days to maturity.

Economic News

The U.S. economy continued its modest growth pattern in August 2016, although overall activity appeared to pull back slightly. Employment conditions remained solid, but the August jobs report was slightly weaker than expected. There were a total of 151,000 new jobs created in August; a consensus had expected the economy to add 180,000 new jobs for the month. The unemployment rate stayed unchanged at 4.9% while a forecast had called for a modest drop. Consumer confidence rose in August, but retail sales declined more than expected. Both manufacturing and non-manufacturing sectors declined for the month. The CPI (Consumer Price Index) increased more than expected in August, but longer-term inflation remained low. Housing activity was mixed in August. On September 21, 2016, the Federal Open Market Committee met and voted to keep the federal funds rate unchanged at a target range of 0.25% - 0.50%. Also, in the Committee's released statement, it is stated that "the Committee judges that the case for an increase in the federal funds rate has strengthened but decided, for the time being, to wait for further evidence of continued progress toward its objectives."



BENCHMARK COMPARISON AS OF AUGUST 31, 2016

<i>3 Month T-Bill:</i> 0.30%	<i>1 Year T-Bill:</i> 0.57%
<i>6 Month T-Bill:</i> 0.45%	<i>LAIF:</i> 0.61%
<i>OCFA Portfolio:</i> 0.62%	

PORTFOLIO SIZE, YIELD, & DURATION

	<u><i>Current Month</i></u>	<u><i>Prior Month</i></u>	<u><i>Prior Year</i></u>
<i>Book Value-</i>	\$145,605,919	\$158,787,017	\$165,512,055
<i>Yield to Maturity (365 day)</i>	0.67%	0.63%	0.36%
<i>Effective Rate of Return</i>	0.62%	0.60%	0.34%
<i>Days to Maturity</i>	176	165	161



ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
August 31, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, Irvine, CA 92602
 (714)573-6301

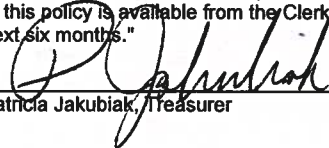
(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	5,301,737.43	5,301,737.43	5,301,737.43	3.67	1	1	0.001	0.001
Federal Agency Coupon Securities	46,000,000.00	46,005,660.00	46,008,456.34	31.84	993	520	1.013	1.027
Federal Agency Disc. -Amortizing	29,000,000.00	28,986,860.00	28,986,663.33	20.06	122	51	0.345	0.350
Local Agency Investment Funds	64,195,460.68	64,235,340.31	64,195,460.68	44.43	1	1	0.606	0.614
Investments	144,497,198.11	144,529,597.74	144,492,317.78	100.00%	341	176	0.661	0.670
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	956,876.74	956,876.74	956,876.74		1	1	0.000	0.000
Accrued Interest at Purchase		51,141.67	51,141.67					
Subtotal		1,008,018.41	1,008,018.41					
Total Cash and Investments	145,454,074.85	145,537,616.15	145,500,336.19		341	176	0.661	0.670

Total Earnings	August 31 Month Ending	Fiscal Year To Date
Current Year	80,491.65	165,721.69
Average Daily Balance	151,745,043.66	160,082,779.16
Effective Rate of Return	0.62%	0.61%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2016. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."


 Patricia Jakubiak, Treasurer 9/2/16

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 145,500,336.19
GASB 31 Adjustment to Books (See Note 3 on page 9)	\$ 105,582.35
Total	\$ 145,605,918.54

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
August 31, 2016

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations			5,301,737.43	5,301,737.43	5,301,737.43	0.001	0.001	1	
Subtotal and Average			12,749,654.84		5,301,737.43	5,301,737.43	5,301,737.43		0.001	1	
Federal Agency Coupon Securities											
3133EEA75	861	Federal Farm Credit Bank		04/23/2015	9,000,000.00	8,998,920.00	9,000,000.00	0.990	0.998	508	01/22/2018
3133EFJP3	869	Federal Farm Credit Bank Callable anytime		10/15/2015	10,000,000.00	9,979,000.00	10,000,000.00	1.100	1.054	774	10/15/2018
3133EFAZ0	889	Federal Farm Credit Bank Callable 9-6-16		04/21/2016	8,000,000.00	8,000,320.00	8,000,512.59	1.280	1.208	735	09/06/2018
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	9,025,020.00	9,000,000.00	1.100	1.065	568	03/23/2018
3134G9JR9	894	Fed Home Loan Mtg Corp Callable 11-3-16		08/29/2016	10,000,000.00	10,002,400.00	10,007,943.75	1.290	0.848	63	05/03/2019
Subtotal and Average			47,422,836.04		48,000,000.00	46,006,660.00	46,008,466.34		1.027	520	
Federal Agency Disc. -Amortizing											
313396G98	888	Freddie Mac		04/21/2016	9,000,000.00	8,998,560.00	8,998,130.00	0.340	0.350	22	09/23/2016
313384J75	893	Fed Home Loan Bank		06/09/2016	10,000,000.00	9,997,000.00	9,996,200.00	0.380	0.391	36	10/07/2016
313384R76	895	Fed Home Loan Bank		08/31/2016	10,000,000.00	9,991,300.00	9,992,333.33	0.300	0.309	92	12/02/2016
Subtotal and Average			27,377,192.10		29,000,000.00	28,986,860.00	28,986,663.33		0.350	51	
Local Agency Investment Funds											
SYS336	336	Local Agency Investmt Fund			64,195,460.68	64,235,340.31	64,195,460.68	0.614	0.614	1	
Subtotal and Average			64,195,460.68		64,195,460.68	64,235,340.31	64,195,460.68		0.614	1	
Total and Average			151,745,043.66		144,497,198.11	144,628,697.74	144,492,317.78		0.670	176	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
August 31, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2016	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2016	936,876.74	936,876.74	936,876.74		0.000	1
		Average Balance	0.00							
				Accrued Interest at Purchase		51,141.67	51,141.67			1
				Subtotal		1,008,018.41	1,008,018.41			
		Total Cash and Investments	151,745,043.66		145,454,074.85	145,537,616.15	145,500,336.19		0.670	176

**“We visualize problems and solutions
through the eyes of those we serve.”**



ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of September 1, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(09/01/2016 - 09/01/2016)	4 Maturities	0 Payments	70,454,074.85	48.44%	70,454,074.85	70,493,954.48
Aging Interval:	1 - 30 days	(09/02/2016 - 10/01/2016)	1 Maturities	0 Payments	9,000,000.00	6.19%	8,998,130.00	8,998,560.00
Aging Interval:	31 - 60 days	(10/02/2016 - 10/31/2016)	1 Maturities	0 Payments	10,000,000.00	6.87%	9,996,200.00	9,997,000.00
Aging Interval:	61 - 91 days	(11/01/2016 - 12/01/2016)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	92 - 121 days	(12/02/2016 - 12/31/2016)	1 Maturities	0 Payments	10,000,000.00	6.87%	9,992,333.33	9,991,300.00
Aging Interval:	122 - 152 days	(01/01/2017 - 01/31/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(02/01/2017 - 03/03/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(03/04/2017 - 06/02/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(06/03/2017 - 09/01/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(09/02/2017 - 09/01/2019)	5 Maturities	0 Payments	46,000,000.00	31.63%	46,008,456.34	46,005,660.00
Aging Interval:	1096 days and after	(09/02/2019 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			12 Investments	0 Payments		100.00	145,449,194.52	145,486,474.48



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2016 includes an increase of \$39,825 to the LAIF investment and an increase of \$65,757 to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



Local Agency Investment Fund (LAIF)

As of August 31, 2016, OCFA has \$64,195,460 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of June 30, 2016 is 1.000621222. When applied to OCFA's LAIF investment, the fair value is \$64,235,340 or \$39,880 above cost. Although the fair value of the LAIF investment is higher than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at August 31, 2016 is included on the following page.



Orange County Fire Authority

Preliminary Investment Report

September 23, 2016



**ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Summary
September 23, 2016**

Orange County Fire Authority
1 Fire Authority Road
Irvine, Irvine, CA 92602
(714)573-6301

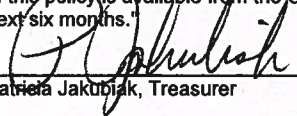
(See Note 1 on page 18)

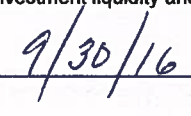
(See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	9,519,889.66	9,519,889.66	9,519,889.66	6.96	1	1	0.001	0.001
Federal Agency Coupon Securities	29,000,000.00	29,023,150.00	29,004,996.87	21.22	1,024	442	0.973	0.986
Federal Agency Disc. -Amortizing	34,000,000.00	33,984,510.00	33,981,205.84	24.86	103	63	0.332	0.337
Local Agency Investment Funds	64,195,460.68	64,235,340.31	64,195,460.68	46.96	1	1	0.606	0.614
Investments	136,716,350.34	136,762,889.97	136,701,553.05	100.00%	243	110	0.573	0.581
Cash and Accrued Interest								
Passbook/Checking (not included in yield calculations)	497,113.42	497,113.42	497,113.42		1	1	0.000	0.000
Accrued Interest at Purchase		38,341.67	38,341.67					
Subtotal		535,455.09	535,455.09					
Total Cash and Investments	137,212,463.76	137,298,345.06	137,237,008.14		243	110	0.573	0.581

Total Earnings	September 23 Month Ending	Fiscal Year To Date
Current Year	56,600.76	222,322.45
Average Daily Balance	142,361,179.18	155,287,522.69
Effective Rate of Return	0.63%	0.61%

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2016. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."


 Patricia Jakubiak, Treasurer


 9/30/16

Cash and Investments with GASB 31 Adjustment:

Book Value of Cash & Investments before GASB 31 (Above)	\$ 137,237,008.14
GASB 31 Adjustment to Books (See Note 3 on page 18)	\$ 105,582.35
Total	\$ 137,342,590.49

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Investments
September 23, 2016

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
Money Mkt Mutual Funds/Cash											
SYS528	528	Federated Treasury Obligations			9,519,889.66	9,519,889.66	9,519,889.66	0.001	0.001	1	
Subtotal and Average			7,867,674.74		9,519,889.66	9,519,889.66	9,519,889.66		0.001	1	
Federal Agency Coupon Securities											
3133EFJP3	869	Federal Farm Credit Bank		10/15/2015	10,000,000.00	9,988,400.00	10,000,000.00	1.100	1.054	751	10/15/2018
3134G7FK2	863	Fed Home Loan Mtg Corp		06/30/2015	9,000,000.00	9,031,050.00	9,000,000.00	1.100	1.065	545	03/23/2018
3134G9JR9	894	Fed Home Loan Mtg Corp		08/29/2016	10,000,000.00	10,003,700.00	10,004,996.87	1.290	0.848	40	05/03/2019
Subtotal and Average			39,364,276.91		29,000,000.00	29,023,150.00	29,004,996.87		0.986	442	
Federal Agency Disc. -Amortizing											
313384J75	893	Fed Home Loan Bank		06/09/2016	10,000,000.00	9,999,400.00	9,998,627.78	0.380	0.391	13	10/07/2016
313384R76	895	Fed Home Loan Bank		08/31/2016	10,000,000.00	9,995,000.00	9,994,250.00	0.300	0.309	69	12/02/2016
313385AS5	896	Fed Home Loan Bank		09/15/2016	5,000,000.00	4,995,600.00	4,993,930.56	0.380	0.391	115	01/17/2017
313384T58	897	Fed Home Loan Bank		09/23/2016	9,000,000.00	8,994,510.00	8,994,397.50	0.270	0.278	83	12/16/2016
Subtotal and Average			30,943,766.86		34,000,000.00	33,984,510.00	33,981,206.84		0.337	63	
Local Agency Investment Funds											
SYS336	336	Local Agency Investmt Fund			64,195,460.68	64,235,340.31	64,195,460.68	0.614	0.614	1	
Subtotal and Average			64,195,460.68		64,195,460.68	64,235,340.31	64,195,460.68		0.614	1	
Total and Average			142,361,179.18		136,715,360.34	136,762,889.97	136,701,563.05		0.581	110	

ORANGE COUNTY FIRE AUTHORITY
Portfolio Management
Portfolio Details - Cash
September 23, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Money Mkt Mutual Funds/Cash										
SYS10033	10033	Revolving Fund		07/01/2016	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2016	477,113.42	477,113.42	477,113.42		0.000	1
Average Balance			0.00	Accrued Interest at Purchase		38,341.67	38,341.67			1
				Subtotal		535,455.09	535,455.09			
Total Cash and Investments			142,361,179.18		137,212,463.76	137,298,345.06	137,237,008.14		0.581	110

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ORANGE COUNTY FIRE AUTHORITY
Aging Report
By Maturity Date
As of September 24, 2016

Orange County Fire Authority
 1 Fire Authority Road
 Irvine, CA 92602
 (714)573-6301

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value	
Aging Interval:	0 days	(09/24/2016 - 09/24/2016)	4 Maturities	0 Payments	74,212,463.76	54.09%	74,212,463.76	74,252,343.39
Aging Interval:	1 - 30 days	(09/25/2016 - 10/24/2016)	1 Maturities	0 Payments	10,000,000.00	7.29%	9,998,627.78	9,999,400.00
Aging Interval:	31 - 60 days	(10/25/2016 - 11/23/2016)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	61 - 91 days	(11/24/2016 - 12/24/2016)	2 Maturities	0 Payments	19,000,000.00	13.84%	18,988,647.50	18,989,510.00
Aging Interval:	92 - 121 days	(12/25/2016 - 01/23/2017)	1 Maturities	0 Payments	5,000,000.00	3.64%	4,993,930.56	4,995,600.00
Aging Interval:	122 - 152 days	(01/24/2017 - 02/23/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	153 - 183 days	(02/24/2017 - 03/26/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	184 - 274 days	(03/27/2017 - 06/25/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	275 - 365 days	(06/26/2017 - 09/24/2017)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	(09/25/2017 - 09/24/2019)	3 Maturities	0 Payments	29,000,000.00	21.14%	29,004,996.87	29,023,150.00
Aging Interval:	1096 days and after	(09/25/2019 -)	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			11 Investments	0 Payments		100.00	137,198,666.47	137,260,003.39



NOTES TO PORTFOLIO MANAGEMENT REPORT

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2016 includes an increase of \$39,825 to the LAIF investment and an increase of \$65,757 to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

GLOSSARY

INVESTMENT TERMS

Basis Point. Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

Book Value. This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

Commercial Paper. Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

Coupon Rate. Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

Discount. The amount by which a bond sells under its par (face) value.

Discount Securities. Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

Effective Rate of Return. Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

Federal Agency Securities. Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

Federal Funds. Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

Fed Funds Rate. The interest rate charged by one institution lending federal funds to another.

Federal Open Market Committee. The branch of the Federal Reserve Board that determines the direction of monetary policy.

Local Agency Investment Fund (LAIF). A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because

deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot to exceed 1/4 of a percent of the earnings.

Market value. The price at which the security is trading and could presumably be purchased or sold.

Maturity Date. The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

Money Market Mutual Fund. Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

Par. Face value or principal value of a bond typically \$1,000 per bond.

Rate of Return. The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

Treasury Bills. Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes. Intermediate U.S. government debt securities with maturities of one to 10 years.

Treasury bonds. Long-term U.S. government debt securities with maturities of 10 years or longer.

Yield. Rate of return on a bond.

Yield-to-maturity. Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

ECONOMIC TERMS

Conference Board Consumer Confidence Index A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

Consumer Price Index (CPI). A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.

Durable Goods Orders. An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

Gross Domestic Product. The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

Industrial Production. An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

ISM Institute for Supply Management (ISM) Manufacturing Index. A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

ISM Non-manufacturing Index. An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

Leading Economic Index. A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

National Federation of Independent Business Small Business Optimism Index. An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

Producer Price Index. An index that measures the average change over time in the selling prices received by domestic producers for their output.

University of Michigan Consumer Sentiment Index. An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3B
Consent Calendar

Fourth Quarter Financial Newsletter

Contact(s) for Further Information

Lori Zeller, Assistant Chief Business Services Department	lorizeller@ocfa.org	714.573.6020
Tricia Jakubiak, Treasurer	triciajakubiak@ocfa.org	714.573.6301
Deborah Gunderson, Budget Manager	deborahgunderson@ocfa.org	714.573.6302

Summary

This routine agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the fourth quarter of FY 2015/16.

Prior Board/Committee Action – Committee Recommendation:

Budget and Finance Committee Recommendation: *APPROVE*

At its regular October 12, 2016, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

RECOMMENDED ACTION(S)

Receive and file the report.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Not Applicable.

Background

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and type. Revenues and expenditures for the Capital Improvement Program (CIP) Funds are also included. Revenues and expenditures for the General Fund and the CIP Funds are within budgetary expectations for this reporting period. Any notable items are detailed in the attached newsletter.

Attachment(s)

Fourth Quarter Financial Newsletter – July 2015 to June 2016



Orange County Fire Authority

Fourth Quarter Financial Newsletter – July 2015 to June 2016

OVERVIEW

This report covers fiscal activities in the General Fund and CIP Funds through the fourth quarter of Fiscal Year 2015/16. Budget figures include all budget adjustments authorized by the Board through the end of the fourth quarter.

GENERAL FUND

With 100% of the year completed, General Fund revenues are 101.5% of budget and expenditures are 98.4% as shown below:

General Fund	YTD Actual	Budget	Percent
Revenues	351,431,518	346,279,502	101.5%
Expenditures	330,856,436	336,077,387	98.4%

Top Five Revenues. The analysis presented below compares the five largest revenue categories received through the fourth quarter, as compared to the annual budget for those revenues. Categories in which the variance is exceeded by 10% or \$1 million, will be discussed below the table.

Top Five Revenues	YTD Actual Receipts	FY 2015/16 Budget	Variance: Actual to Estimate in Dollars	% Variance
Property Taxes	219,840,417	218,156,295	1,684,122	1%
Cash Contracts	90,730,489	90,640,528	89,961	0%
State Reimbursements	13,805,804	12,297,053	1,508,751	11%
CRA Pass-through	9,819,012	8,658,062	1,160,950	12%
Community Risk Reduction Fees	6,747,458	6,499,082	248,376	4%
Total	340,943,180	336,251,020	4,692,160	1%

- **Property tax.** The variance in this category of approximately \$1.7 million or 1%, is a result of higher property tax revenue for FY 2015/16 than anticipated, primarily in the secured and supplemental property tax categories. The secured category exceeded by 0.7%, or \$1.4 million, reflecting our customary conservative revenue forecast.
- **State Reimbursement.** The variance of 11% or approximately \$1.5 million is comprised of Assistance by Hire and the CAL FIRE contract and reimbursements. The category exceeded budget due to OCFA personnel responding to additional significant events after the revenue budget was adjusted at mid-year.
- **CRA Pass-through.** This category exceeded budget by approximately 12% or \$1.2 million. Actual CRA pass-through revenues for Mission Viejo, Irvine, Lake Forest, and the County of Orange were higher than projected.

Expenditures. The analysis presented below compares the actual expenditures through the fourth quarter, as compared to the annual budget for those expenditures. Categories, in which the variance is exceeded by 10% or \$1 million, are discussed below the table.

Expenditures by Department	YTD Actual Expenditures	FY 2015/16 Budget	Variance: Actual to Estimate in Dollars	% Variance
Business Services	28,834,536	29,694,958	(860,422)	-3%
Community Risk Reduction	15,329,443	15,899,195	(569,752)	-4%
Executive Management	11,555,586	11,982,112	(426,526)	-4%
Operations	250,182,843	252,115,823	(1,932,980)	-1%
Organizational Planning	1,756,508	1,993,288	(236,780)	-13%
Support Services	23,197,519	24,392,011	(1,194,492)	-5%
Total	330,856,435	336,077,387	(5,220,952)	-2%

Totals may not equal the sum of components, or Authority-wide totals, due to rounding

- **Operations.** This department was under budget in Salary and Employee benefits, due to vacancies, as well as Services and Supplies. In the Services and Supplies area of Operations the Travel, Training, and Meetings category and Special Department Expense category were not fully expended. The large year-end balance in Travel, Training & Meetings was primarily in the US&R Grant Program, which was carried over to FY 2016/17.
- **Organizational Planning.** The department closed under budget primarily in the Salary and Employee benefits categories, due to vacancies and unexpended grant funds which were carried over to FY 2016/17.
- **Support Services.** This department was under budget primarily in Services and Supplies. In the Services and Supplies area of Support Services, the Professional and Specialized Service and Transportation categories were not fully expended. Lower than expected fuel prices contributed to the savings.

Expenditures by type are outlined below, with exception details below:

Expenditures by Type	YTD Actual Expenditures	FY 2015/16 Budget	Variance: Actual to Estimate in Dollars	% Variance
Salary & Employee Benefits	307,143,676	309,677,422	(2,533,746)	-1%
Services and Supplies	22,715,573	25,168,627	(2,453,054)	-11%
Equipment	274,002	508,152	(234,150)	-85%
Tran Interest Expense	723,186	723,186	-	N/A
Total	330,856,437	336,077,387	(5,220,950)	-2%

Totals may not equal the sum of components, or Authority-wide totals, due to rounding

- **Salary & Employee Benefits.** This category closed the FY at \$2.5 million or 1% below budget, due to vacancies throughout the Authority.

- **Services, Supplies, and Equipment.** Actual expenditures through the fourth quarter closed at approximately \$2.5 million or 11% under budget, in part, due to projects that were not completed in FY 2015/16 and were carried over to FY 2016/17.

CIP FUNDS

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

General Fund CIP

Fund 12110	YTD Actual	Budget	Percent
Expenditures	1,084,433	5,438,793	20%

- This Fund receives transfers from the General Fund as its revenue source.
- Expenditures include: pagers, PCs and laptops, 800 MHz and VHF radios, network servers and similar IT related maintenance or replacement equipment. Approximately \$4 million in projects in this fund were carried over to FY 2016/17, including the \$3.8 million Defibrillator project.

Fire Stations and Facilities

Fund 123	YTD Actual	Budget	Percent
Revenue	3,492,661	2,363,066	147.8%
Expenditures	137,655	906,077	15.2%

- Revenues exceeded the budget due to the receipt of various developer contributions as well as developer reimbursements for Fire Station 56 expenditures, after Mid-year Budget updates.
- Appropriations included funding for the RFOTC power circuit extension and additional USAR Warehouse improvements; both projects were carried over to FY 2016/17.

Communications & Info. Systems Replacement

Fund 124	YTD Actual	Budget	Percent
Revenue	424,470	403,801	105.1%
Expenditures	90,188	1,700,000	5.3%

- Revenues exceeded budget primarily due to an unbudgeted interest revenue adjustment (mark-to-market) required per rules set by the Government Accounting Standards Board (GASB).
- Expenditures include payments for professional services and the audio/video upgrade project. Approximately \$1.6 million in projects were carried over to FY 2016/17, including portions of the Records Management Project.

Fire Apparatus

Fund 133	YTD Actual	Budget	Percent
Revenue	1,745,626	3,295,108	53.0%
Expenditures	4,367,109	11,543,533	37.8%

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation. The budget included a contribution from a developer for Fire Station 20, which was not received in the FY due to the Station 20 project timing.
- Expenditures include four quarterly lease payments on the helicopters as well as the purchase of five Paramedic squads, one Patrol vehicle, four Chevy Colorado's, six full size 4-door vehicles. Approximately \$7 million in vehicle projects were carried over to FY 2016/17, including four Type 1 engines, and three TDA 100' Quints.

SUMMARY

For more information. This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3C
Consent Calendar

**Award of Contract for Copier Replacement and
Managed Print Services – RFP JA2114**

Contact(s) for Further Information

Lori Zeller, Assistant Chief Business Services Department	lorizeller@ocfa.org	714.573.6020
Debbie Casper, Purchasing Manager	debbiecasper@ocfa.org	714.573.6641

Summary

This agenda item is submitted for approval to award a five-year agreement for lease of copiers/multifunctional devices (MFD) and managed print services (including copiers and network printers) to SEMA dba Cell Business Equipment (CBE).

Prior Board/Committee Action(s)

On August 20, 2015, the Executive Committee approved an extension of the current Xerox Corporation contract while a Request for Proposal (RFP) process was being completed for comprehensive print services.

RECOMMENDED ACTION(S)

1. Authorize the Purchasing Manager to issue a blanket order for a five-year term to lease multifunctional devices (MFD) units and managed print services with SEMA dba Cell Business Equipment based on the pricing provided in the Best and Final Offer (BAFO) for an annual contract amount of \$145,326 or \$726,630 over the five-year term.
2. Authorize the Purchasing Manager to utilize the contract for additional MFD units or additional copy/print volume needed during the five-year term based on the BAFO pricing provided, not-to-exceed a 10% increase to the five-year value of the contract.
3. Authorize the Purchasing Manager to extend the current Xerox Corporation blanket orders on a month-to-month basis through no later than March 31, 2017, to provide time for a smooth transition to the new provider, for an amount of \$65,000 to B00694 for copiers at the Regional Fire Operations and Training Center and \$35,000 to B00729 for copiers at the fire stations.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the approved FY 2016/17 budget; funding for future years will be provided for in future operating budgets.

Background

In March 2010, OCFA contracted with Xerox Corporation utilizing the Los Angeles County contract for the lease of copiers for RFOTC and various fire stations. Upon the expiration of the five-year lease, staff determined that it would be beneficial to have an assessment completed on

OCFA's current print environment that included copiers, printers, scanners and fax machines in an effort to increase efficiencies and identify cost saving opportunities. OCFA continued to lease the Xerox equipment on a month-to-month basis while the analysis of the current print environment was completed. On August 10, 2015, OCFA contracted with Pro Buyers, LLC, the top ranking firm in an RFP process for a comprehensive independent analysis of the current print environment at RFOTC and all fire stations for a not to exceed amount of \$31,000. The recommendations, specifications and pricing strategies provided in the assessment done by Pro Buyers were incorporated into Request for Proposal (RFP) JA2114.

RFP Process and Recommendation for Award

On May 3, 2016, RFP JA2114 was issued for agency-wide copier/MFD replacement, managed print services, and copy center services. Representatives from sixteen firms attended the non-mandatory pre-proposal meeting and seven proposals were ultimately received (see additional details in the attachment).

A cross-functional team of OCFA staff evaluated the proposals based on the weighted criteria defined in the RFP, and four firms (C3, Ricoh, CBE, and Xerox) were invited to participate in interviews. Based upon the interview scores, site visits were scheduled with the three highest ranked firms (C3, Ricoh, and CBE) for equipment demonstration. The two highest ranking firms were C3 and CBE, both offering Sharp equipment; however, the equipment was from two different Sharp product lines.

Pursuant to the terms of the RFP, purchasing staff requested a best and final offer (BAFO) from the two highest ranked firms in order to compare pricing for the same equipment. The results are as follow:

Comparison	CBE	C3
Original Pricing – Sharp Essential	N/A	\$747,226.98
Original Pricing – Sharp Advanced	\$804,084.91	N/A
BAFO Pricing – Sharp Essential	\$675,478.84	\$748,441.26
BAFO Pricing – Sharp Advanced	\$726,628.91	\$791,524.44

** Pricing includes total cost for five-year lease agreement based on 99 MFDs and management print services for 7,500,000 monochrome and 4,500,000 color pages and does not include copy room operations.*

The BAFO from Cell Business Equipment resulted in a savings of \$77,456 over the initial offer on the Sharp Advanced equipment for the five-year period. The total five year cost savings when compared to the current Xerox contract pricing is projected at \$477,951.

Conclusion

Based upon the evaluation results and the best and final offer, staff is recommending the award of a five-year lease agreement and managed print services contract to SEMA dba Cell Business Equipment, in the estimated amount of \$145,326 annually, with a total estimated cost of \$726,630 over the full, five-year term of the recommended agreement (based on the recommendation provided by an independent consultant of 99 MFD units and projected volumes of 7,500,000 monochrome and 4,500,000 color for five years). In addition, staff is requesting approval to add MFD units or to fund increased volume as needed, not-to-exceed a 10% increase to the five-year value of the contract. Finally, staff is also requesting authorization to extend the current Xerox Corporation contract on a month-to-month basis to allow time for transition to the new provider.

Attachment(s)

Summary of Proposals and Evaluation Results

Orange County Fire Authority
JA2114 – Copier/MFD Replacement and Unified Print Services

Agency-wide Copier and Printer Needs Assessment and Analysis

On April 20, 2015, Request for Proposal (RFP) JA2028 was issued seeking proposals from professional consultants who specialize in providing independent print management analysis to perform an agency-wide copier and printer usage review for the OCFA. Representatives from thirteen firms attended the non-mandatory, pre-proposal meeting and three proposals were ultimately received from Pro Buyers, Procure America, and The Print Operations Group.

A cross-functional team of OCFA staff evaluated the proposals and based on the final scoring, the evaluation panel recommended entering into negotiations with the highest ranked firm, Pro Buyers. Purchasing staff requested a best and final offer (BAFO) from Pro Buyers which resulted in a savings of \$2,500 over the initial offer. The contract was awarded to Pro Buyers at \$31,000.

In August 2015, Pro Buyers began a comprehensive analysis of all aspects of the current print environment including the fleet of Copier/Multifunctional Devices (“MFD”), local and network printers, scanners, and fax machines used by OCFA. All OCFA headquarter offices and fire stations were visited by the Pro Buyers team during a five day on-site assessment in September 2015. Formal and informal meetings were held with key departmental personnel during the visits and FM Audit print tracking software accumulated usage data from all network-connected copiers and printers (90 day period from August through October 2015). Upon completion of the assessment, Pro Buyers provided a Managed Print Services Assessment (MPSA), which included detailed findings and recommendations to increase operational efficiencies and identified potential cost savings. The engagement also included the development of specifications and pricing strategies, which were incorporated into RFP JA2114 (described below). Finally, the consultant provided assistance with response to technical questions, and evaluation assistance including, review of proposals received, and conference and vendor interview support.

JA2114 RFP Scope of Work – Copier Replacement and Managed Print Services

The intent of RFP JA2114 was to solicit proposals from qualified vendors for an agency-wide contract, encompassing copier/MFD equipment with supplies and service support. In addition, OCFA added the managed print services for the existing network printer fleet that will extend for a five-year (60-month) term in an effort to replace equipment and gain efficiencies.

Prior to installation of MFD, the awarded vendor will perform a complete assessment of each OCFA facility under this contract for the purpose of ensuring that: (a) the volume and workflow needs of the facility are appropriate to the capacities of the devices anticipated for installation; (b) there is adequate electrical service; (c) the floor space will accommodate the MFD to be installed. (d) that a sufficient need exists for the replacement device; (e) whether a given unit’s workload can be combined with that of nearby unit; and (f) that the existing network printers are properly deployed from a functional and locational perspective and, if not, the vendor will provide recommendations for redeployment, swapping or removal of each device. All of the existing networked printers will be serviced under the new contract which includes providing toner and performing repairs as required.

The contract includes replacement of forty-seven Xerox copiers currently installed at headquarters and in various OCFA fire stations. The contract includes an addition of nine copiers at headquarters and forty-three desktop MFDs (a more compact non-console unit with the same

print/scan/fax/copy capabilities of a console device for producing fewer than 1,000 impressions per month) in fire stations which currently do not have MFD or scanning capabilities. All devices were recommended for right-sizing by Pro Buyers, an independent industry consulting firm not affiliated with any equipment vendor. It is estimated that 99 MFD units will be installed as part of this contract which is a higher number than is currently utilized at a lower cost when compared to the current contract.

The RFP included consideration of the deployment of one (1) full-time on-site customer service representative (CSR) as an add-on to this contract as recommended by Pro Buyers. The premise of this concept is that a CSR would work from the copy center (in RFOTC Building A) providing among other duties: assistance in the production and delivery of large copy/print jobs, service as a first responder to all service calls for MFDs and network printers at headquarters, ongoing training, delivery and installation of vendor provided consumable supplies, and preparation of each MFD at headquarters for the business day. Due to the variance in pricing for this service from the top two ranked firms for this option (\$96,000 and \$388,310 for a 60-month term) and upon further discussion with the top ranking firms during the interview process, it was determined that a further detailed assessment would be necessary to consider this option and that this could be better accomplished upon further analysis by the selected firm and added to the contract at a later time if the analysis showed it was cost-effective to OCFA. As such, the cost of the full-time CSR was removed from the overall cost during the evaluation of the proposals.

Equipment

All MFDs to be installed at the inception of this contract will be new and unused. The proposed Sharp equipment will come with many standard features that will be an upgrade when compared to the existing Xerox devices such as: color enabled scanning, copy, and print; USB printing and scanning; single pass, duplex scanning; optical character recognition (OCR) scanning; high resolution color touch screen; walk-up motion sensor; and a built-in retractable keyboard.

All MFDs at RFOTC will be equipped with an embedded follow-me printing functionality along with an integrated employee ID badge reader to allow OCFA personnel within the RFOTC to retrieve print jobs at any device at RFOTC by simply tapping their employee ID badge at the copier when they are ready to retrieve the print jobs. Currently, print jobs are generally sent to print output devices including Copier/MFDs and immediately printed. As a result, print jobs reside in output trays until retrieved. Implementing a centralized “follow-me” print queue strategy at RFOTC will improve job confidentiality, eliminate users retrieving the wrong print jobs, and allow for the cancellation of print jobs before they are printed reducing wasted paper consumption.

Evaluation Scoring Results

Seven proposals were received in response to RFP JA2114 from the following vendors:

	Company Name	Equipment
1	SEMA Inc, Cell Business Equipment – Irvine	Sharp Advanced
2	C3 Technology Services – Santa Ana	Sharp Essentials
3	Ricoh USA – Irvine	Ricoh
4	Xerox – Santa Ana	Xerox
5	Advanced Office – Santa Ana	Ricoh
6	ARC Document Solutions – Costa Mesa	Ricoh
7	Logixservice – San Clemente	Canon

OCFA staff evaluated the proposals based on the criteria defined in the RFP: technical requirements (20%), support and service specifications (20%), corporate experience (10%), assessment/implementation plan (10%), references (10%), value-added services (5%), and proposal costs (25%). Based on the evaluation team’s proposal rankings, four firms were short-listed (C3, Ricoh, CBE, and Xerox) and were invited to participate in interviews. Based upon the interview scores, site visits were scheduled with the three highest ranked firms (C3, Ricoh, and CBE) for equipment demonstration and evaluation. Best and final offers were requested from the two highest ranking firms after equipment demonstrations, C3 and CBE both offering Sharp equipment.

	Cell Business Equipment					C3 Technology Services				
Total Proposal Cost over 60-Months*	\$726,629 BAFO pricing					\$791,524 BAFO Pricing				
Evaluator #	1	2	3	4	5	1	2	3	4	5
A. Technical Requirements (20)	19	20	12	15	15	14	18	12	18	18
B. Support and Service Specifications (20)	16	19	10	20	10	18	20	16	20	11
C. Corporate Experience (10)	10	10	5	9	7	10	7	6	9	7
D. Assessment/Implementation Plan (10)	10	10	6	7.5	6	10	10	7	8.5	9
E. References (10)	10	9.5	8	10	7.5	10	8	8	10	9
F. Value-Added Services and Alternate Proposals (5)	5	5	4	5	2.25	5	5	3	5	3.75
G. Proposed Cost (25)	25	25	25	25	25	22.95	22.95	22.95	22.95	22.95
H. Interviews (25)	22.5	25	22.5	17.5	0	20	25	12.5	25	0
I. Equipment Demonstration	22.5	25	25	0	0	20	16.25	20	0	0
Total Points	140	148.5	117.5	109	72.75	129.95	132.2	107.45	118.45	80.70
Proposal Ranking	1	1	2	2	3	2	3	3	1	2
Sum of Proposal Rankings	9					11				

	Ricoh USA					Xerox				
Total Proposal Cost over 60-Months*	\$861,227					\$1,156,571				
Evaluator #	1	2	3	4	5	1	2	3	4	5
A. Technical Requirements (20)	20	20	18	17	19	18	19	18	17	19
B. Support and Service Specifications (20)	20	20	18	20	16	19	17	18	17	14
C. Corporate Experience (10)	10	10	9	9	8	10	9.5	9	8	8.5
D. Assessment/Implementation Plan (10)	10	10	10	8	9.5	10	9	10	6.5	9.5
E. References (10)	10	10	8	10	9	10	10	8	10	9
F. Value-Added Services and Alternate Proposals (5)	4	5	4.5	5	3.5	5	5	4.5	4.75	4
G. Proposed Cost (25)	21.09	21.09	21.09	21.09	21.09	15.71	15.71	15.71	15.71	15.71
H. Interviews (25)	17.5	25	17.5	12.5	0	15	20	12.5	7.5	0
I. Equipment Demonstration	12.5	11.25	17.5	0	0	n/a	n/a	n/a	n/a	n/a
Total Points	125.09	132.34	123.59	102.59	86.09	102.71	105.21	95.71	86.46	79.71
Proposal Ranking	3	2	1	3	1	4	4	2	4	3
Sum of Proposal Rankings	10					17				

	Advanced Office					ARC Document Solutions				
Total Proposal Cost over 60-Months*	\$1,067,370					\$1,390,440				
Evaluator #	1	2	3	4	5	1	2	3	4	5
A. Technical Requirements (20)	14	20	8	18	16	19	20	12	12	10
B. Support and Service Specifications (20)	18	20	12	19	14	19	16	6	13	10
C. Corporate Experience (10)	9	10	5.5	10	6	10	7	4	8	4
D. Assessment/Implementation Plan (10)	8	10	6.5	8	9	7	9	6.5	8	4
E. References (10)	9	10	8	10	6.5	10	10	8	10	5
F. Value-Added Services and Alternate Proposals (5)	5	2.5	2.5	5	2.5	2.5	4	2	4	1.5
G. Proposed Cost (25)	17.02	17.02	17.02	17.02	17.02	13.06	13.06	13.06	13.06	13.06
H. Interviews (25)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
I. Equipment Demonstration	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Points	80.02	89.52	59.52	87.02	71.0	80.56	79.06	51.56	68.06	47.56
Proposal Ranking	6	4	5	4	5	5	6	6	6	6
Sum of Proposal Rankings	24					29				

	Logixservice				
Total Proposal Cost over 60-Months*	\$1,147,090				
Evaluator #	1	2	3	4	5
A. Technical Requirements (20)	0	14	1	1	1
B. Support and Service Specifications (20)	1	10	1	4	1
C. Corporate Experience (10)	0	5	1	6	1
D. Assessment/Implementation Plan (10)	0	5	1	1	1
E. References (10)	3	10	1	6	3
F. Value-Added Services and Alternate Proposals (5)	0.25	2.5	0	0	0.25
G. Proposed Cost (25)	15.84	15.84	15.84	15.84	15.84
H. Interviews (25)	n/a	n/a	n/a	n/a	n/a
I. Equipment Demonstration	n/a	n/a	n/a	n/a	n/a
Total Points	20.09	62.34	20.84	33.84	23.09
Proposal Ranking	7	7	7	7	7
Sum of Proposal Rankings	35				

**Pricing for the onsite full time customer service representative was removed from the total cost*

Cell Business Equipment's Best and Final Offer Pricing

The BAFO from Cell Business Equipment resulted in a savings of \$77,456 over the initial offer on the Sharp Advanced equipment for the five-year period.

	Sharp Essential Series	Sharp Advanced Series
Original Proposal Pricing	N/A	\$804,084.91
BAFO Pricing	\$675,478.84	\$726,628.91

It is possible that some areas within the organization could utilize the Sharp Essential Series, which would result in a great cost reduction.

Cell Business Equipment - Monthly Lease Cost per Unit

	Sharp Essential Series	Sharp Advanced Series
MX-C300SW/MXC301SW	\$14.97	\$21.44
MX-3550N/MX-3570N (w/ ID badge reader/ follow-me print)	\$73.83	\$85.45
MX-3550N/MX-3570N (w/out ID badge reader/ follow-me print)	\$65.18	\$76.78
MX-6050N/MX-6070N	\$115.18	\$123.77
MX-7500N	\$835.54	\$835.54

Contract Pricing

Contract pricing will be fixed for the duration of the 60 month agreement. Monthly billing will be based on the cost per impression (CPI) charges for actual monochrome and color usage from each device with no fleet-wide or per-unit volume minimums or guarantees. The cost per impression includes all costs associated with operating the copier or networked printer including, financing, accessories, software, licensing, data collection software, professional services, maintenance, parts and all consumable supplies (excluding paper).

Cost-Per-Impression Price Comparison Current Contract vs. Proposed Contract

	Xerox Current Pricing	CBE Proposed Pricing
Copier Monochrome Cost Per Impression Charge	\$0.0818	\$0.0537/\$0.0605
Copier Color Cost Per Impression Charge <i>*does not include the cost for equipment which is already captured in the monochrome CPI</i>	\$0.0890	\$0.0443
Monochrome Copy Charge	\$0.0084	\$0.0049
Monochrome Service and Supply Cost-Per-Impression Charge for Network Printers	N/A	\$0.0190
Color Service and Supply Cost-Per-Impression Charge for Network Printers	N/A	\$0.0650

Projected Cost Savings

Based on the new contract pricing from CBE, the total 60-month costs savings is projected at \$477,951, when compared to the current Xerox monthly lease rates and cost per copy rates. The cost savings were calculated based on the data gathered by Pro Buyers during the print management analysis as compared to the proposed pricing from CBE.

Copier Cost Savings	Monochrome	Color
A. Current Monthly Copier Cost (Equipment, Service, and Supplies, Excluding Paper)	\$ 7,877.28	\$ 3,263.72
B. Monthly Volume	96,280	36,671
C. Xerox Effective Cost-Per-Impression =A/B	0.0818	0.0890
D. CBE Proposed Cost-Per-Impression	0.0605	0.0443
E. New Monthly Cost (Equipment, Service, and Supplies, Excluding Paper) =D*B	5,824.94	1,624.53
F. Projected Monthly Cost Savings =A-E	2,052.34	1,639.19
G. Projected 60-Month Costs Savings =F*60	123,140.40	98,351.68

Network Printer Cost Savings	Monochrome	Color
H. Current Monthly Printer Cost (Service, Supplies, and Toner, Excluding Paper)	\$ 2,002.92	\$ 6,565.00
I. Monthly Volume	59,627	48,626
J. Effective OCFA Cost-Per-Impression =H/I	0.0336	0.1350
K. CBE Proposed Cost-Per-Impression	0.0190	0.0650
L. New Monthly Cost (Service, Supplies, and Toner, Excluding Paper) =K*I	1,132.91	3,160.69
M. Projected Monthly Cost Savings =H-L	870.01	3,404.31
N. Projected 60-Month Costs Savings =M*60	52,200.42	204,258.60

Currently OCFA does not utilize a managed print service for networked printers. OCFA has separate contracts for the purchase of toner and printer repair services. It is anticipated that these contracts will be reduced or eliminated as a result of the new contract.

- Staples Technology – toner purchase \$125,000 annually
- Office Store Depot – printer repair \$11,000 annually



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3D
Consent Calendar

Environmental Health and Safety Specialist Classification

Contact(s) for Further Information

Brian Young, Interim Director Human Resources	brianyoung@ocfa.org	714.573.6014
Brigette Gibb, Employee Relations Mgr.	brigettegibb@ocfa.org	714.573.6353
Jonathan Wilby, Risk Manager	jonathanwilby@ocfa.org	714.573.6832

Summary

The proposed Environmental Health and Safety Specialist is a proposed new classification which would be assigned to Human Resources. New position classifications require review and approval by the Executive Committee.

Prior Board/Committee Action

Human Resources Committee Recommendation: *APPROVE*

At its regular October 4, 2016, meeting, the Human Resources Committee reviewed and unanimously recommended approval of this item.

RECOMMENDED ACTION(S)

Approve the new Environmental Health and Safety Specialist classification and corresponding salary range.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the Adopted FY 2016/17 Budget.

Background

New classes and corresponding salary ranges are adopted and approved by the Executive Committee. Environmental compliance activities have been shared primarily between Property Management, Fleet Services, Community Risk Reduction, and Risk Management. This decentralized approach has resulted in a lack of sufficient oversight, compliance, coordination, and education. Assigned to Risk Management, the Environmental Health and Safety Specialist is a new classification which will develop and oversee all aspects of environmental compliance programs and activities at the Authority.

CPS HR Consulting worked with human resources staff to create the proposed classification specification, including essential functions and minimum requirements and recommendations on compensation, bargaining unit, and Fair Labor Standards Act designation (see Attachment).

The Environmental Health and Safety Specialist proposed salary range begins with Step 1 at \$49,649.60/annual (\$23.87/hour) and ends at Step 12 at \$66,892.80/annual (\$32.16/hour).

Attachment(s)

Proposed Classification Specification



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Environmental, Health and Safety Specialist

REPORTS TO: Risk Management Safety Officer

FLSA: Non-Exempt

SUPERVISES: N/A

CLASS CODE:

DEPARTMENT: Human Resources

CLASS SUMMARY:

Incumbents are responsible for performing strong paraprofessional level office and field work activities related to Environmental, Health and Safety (EHS) in order to ensure compliance with EHS laws and regulations.

ESSENTIAL FUNCTIONS: (These duties are intended to be representative sample of the duties performed by the class.)

Performs a variety of office and field Environmental, Health and Safety (EHS) activities in order to ensure compliance with EHS laws and regulations.

Oversees environmental programs including spill prevention controls and countermeasures plan, hazardous materials, hazardous waste disposal, aboveground storage tanks, and underground storage tanks and apply for new permits and renewals; ensures required documentation and inspections are completed.

Implements and maintains environmental, health and safety management systems.

Prepares and submits a variety of regulatory reports to local, state, and federal regulatory agencies.

Monitors legislative changes and makes recommendations based on their potential impact to the organization.

Maintains metrics in accordance with organizational requirements.

Assists in maintaining the organization's learning management system in support of EHS courses and curriculum.

Provides budget planning information for environmental fees and permits.

Represents the organization on specific projects and during regulatory and agency audits.

Maintains hazard communication including safety data sheet records.

Performs other duties of a similar nature or level.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Environmental, Health and Safety Specialist

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE (position requirements at entry):

Associate's Degree in physical or biological sciences, environmental studies, environmental law, environmental health and safety management, or a related field, and two years of directly related environmental, health and safety experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSES AND CERTIFICATIONS (position requirements at entry):

- Certificate of Registration as an Environmental Health Specialist desirable.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Principles and practices of EHS inspection, regulation, and enforcement;
- Federal, state, and local regulations pertaining to environmental health and hazardous materials and wastes control;
- Biological agents and effects on public health;
- Waste disposal techniques;
- Principles and practices that relate to hazardous materials and wastes, underground storage tanks, aboveground storage tanks, and solid waste;
- Principles in generating, storage, transporting, and disposing of hazardous waste;
- Proper and efficient record keeping procedure;
- Standard office procedures;
- Statistical methods, survey techniques and analysis;
- Techniques required to gather, evaluate, and communicate information.

SKILLS (position requirements at entry):

Skill in:

- Analyzing situations accurately and taking effective action by inspecting, investigating and evaluating findings to prepare recommendations;
- Analyzing, interpreting, explaining, and applying federal, state, and local laws, rules, regulations, policies and procedures;
- Developing, coordinating, and implementing solid waste and hazardous waste management plans;
- Responding to emergency spills;
- Using a computer and applicable software applications;
- Understanding and using sophisticated monitoring equipment during materials testing;
- Handling multiple priorities simultaneously;
- Collecting data;
- Preparing reports;



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Environmental, Health and Safety Specialist

- Composing business correspondence;
- Making presentations;
- Maintaining records;
- Working independently with minimum supervision;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Establishing and maintaining cooperative working relationships with others.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work:

WORKING CONDITIONS:

Incumbents work in a standard office and outside environment.



ORANGE COUNTY FIRE AUTHORITY

CLASS SPECIFICATIONS

JOB TITLE: Environmental, Health and Safety Specialist

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Ralph Andersen and Associates, Date: 7/16

Final prepared by OCFA, Date:

Human Resources Director Review:

_____ Date: _____

Adopted by Board of Directors:



Irvine Ranch
WATER DISTRICT

15600 SAND CANYON AVENUE, P.O. BOX 57000, IRVINE, CA 92619-7000 (949) 453-5300

TEMPORARY ENTRY PERMIT

Date: _____

ISSUED TO:

Orange County Fire Authority
1 Fire Authority Road
Irvine, CA 92602

ATTN: George Ewan
Telephone: (714) 573-6173

Permission is hereby issued to you (hereinafter referred to as "Permittee") to enter upon the property of IRVINE RANCH WATER DISTRICT ("IRWD"), subject to the following conditions:

1. Area: This Entry Permit (this "Permit") is limited to the area depicted or described on Exhibits 'A' (the "Property").
2. Purpose: IRWD hereby grants to Permittee a nonexclusive license and permission to enter the Property for the following purpose and for no other purpose: ***Rescue training involving the use of helicopters and other Fire Authority equipment and personnel at Irvine Lake.***
3. Term: Subject to earlier termination as provided herein, this Permit shall continue in effect for a period of two (2) years, commencing, August 15, 2016, and ending August 15, 2018.
4. Limited Entry: This permit is limited to the number of vehicles that can be parked in a safe manner, including maintenance of proper clearances and fire lanes. Only authorized representatives of Permittee shall be authorized to enter under this Permit
5. Other Special Requirements: Other special requirements include:
 - A. This permit is to be carried at all times while on the Property.
 - B. Entry is only permitted during normal working hours unless otherwise approved in writing by IRWD. Weekend, overnight or after hours use of the Property is not allowed. Additional restrictions on hours and days of entry may apply, as stated in the Special Conditions.
 - C. Installation of any improvements, materials or personal property, soils borings, trenching or any digging must be approved by IRWD, prior to initiating the work.

D. Unless otherwise specifically agreed in writing by IRWD, Permittee shall, at its sole cost and expense, clean and restore the Property to its original condition upon leaving the Property, including the removal of any improvements, materials or personal property placed on the Property by Permittee or persons entering the Property under this Permit. There shall be no removal of any other property of any type from the Property without the express prior written consent of IRWD.

E. Permittee shall comply with all special conditions specified on Exhibit 'B', including items 22 through 33 as selected, which is incorporated herein by this reference ("Special Conditions").

6. Termination: This permit may be terminated at any time by IRWD by notice to any person on the Property pursuant to this Permit or by notice to Permittee at the above address. Said notice need not be in writing.

7. Rights and Responsibilities: Permittee's rights and responsibilities under this Permit are and shall be subject to, and Permittee shall comply and shall cause its employees, officers, consultants, agents, representatives, invitees and any other persons entering the Property under this Permit (collectively "Permittee's Representatives") to comply with the following:

(a) Personal Supervision: Each person entering upon the Property shall be under the personal supervision and control of a duly authorized representative of Permittee.

(b) Compliance with Rules: Each person entering upon the Property under this Permit, including consultants which enter the Property on Permittee's behalf, whether or not accompanied by an employee of Permittee, shall be considered to be acting as Permittee's agent, and all such persons shall enter the Property at their own risk and shall not light any fires, shall not carry fire arms onto the Property, and shall otherwise comply with all applicable laws, ordinances and regulations and any and all instructions and directions of the authorized agents of IRWD. To enter upon property that is fenced and locked, contact IRWD at (949) 453-5809.

(c) No Duty to Warn: IRWD shall have no duty to inspect the Property and no duty to warn any person of any latent or patent defect, condition or risk that might be incurred in the exercise of the rights granted herein. Permittee has inspected or will inspect the Property and hereby accepts the Property "AS IS."

(d) No Alcoholic Beverages: No person shall use, serve, distribute, or give any alcoholic beverages to ANYONE.

(e) Hazardous Materials: No hazardous or toxic materials, substances or wastes (as such terms are or may from time to time be defined by federal, state or local laws, ordinances or regulations) shall be placed, used or stored, or allowed to be placed, used or stored, on the Property.

(f) Damage to IRWD's Property: Permittee hereby agrees to be liable for and to pay to IRWD the cost of any damage of any kind whatsoever to fences, gates, trees, improvements and any other property of IRWD, including loss of use thereof, arising from or in any way

related to (i) the acts or omissions of Permittee or Permittee's Representatives, or (ii) any breach by Permittee of any of its obligations under this Permit, unless and to the extent any of the foregoing are held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of IRWD.

(g) Third Party Damage or Injury: IRWD and the other "Indemnitees" (described below) shall not be liable for any damage of any kind whatsoever to the property belonging to or used by Permittee or any persons entering upon the Property under this Permit, including loss of use of any such property, or for any injury of any kind whatsoever to any person entering upon the Property under this permit, arising from any cause whatsoever, and Permittee hereby waives all claims and demands relating thereto. Permittee agrees to indemnify, defend and hold IRWD and its employees, officers, directors, agents and representatives and its and their respective successors and assigns (collectively, the "Indemnities") harmless from and against any and all claims, losses, liabilities, costs and expenses, including attorney's fees (collectively, the "Claims") for damage to real, personal, tangible or intangible property, including loss of use of any such property, and all Claims for bodily injury, sickness, disease or death of any person, arising from or in any way related to (i) any act, omission or entry upon the Property or other activity under this Permit by Permittee or Permittee's Representatives (including but not limited to any Claim by any insurance company which has paid a claim and is subrogated to the rights of the claimant), or (ii) any breach by Permittee of its obligations under this Permit; provided, however, that no Indemnitee shall be entitled to indemnification hereunder to the extent any Claim is held by a court of competent jurisdiction to have been caused solely by the gross negligence or willful misconduct of such Indemnitee.

(h) Auto/General Liability Insurance: Prior to any entry under this Permit, IRWD must be furnished with a policy or certificate of comprehensive general liability and automobile insurance (including non-owned auto) carried by Permittee, covering all operations of Permittee and Permittee's Representatives under this Permit, endorsed to include IRWD, its employees, officers, directors, agents and representatives, as additional insureds and including a thirty (30) day notice to IRWD in the event of cancellation or any material change in coverage. In addition, this insurance policy shall reflect that the policy is primary insurance as respects any claim, loss or liability arising directly or indirectly from Permittee's operations, and any other insurance maintained by IRWD shall be considered noncontributing. This liability insurance must be in a form satisfactory to IRWD and written with limits of liability not less than the greater of (i) \$1,000,000 (or such greater amount as may reasonably be required by IRWD) combined single limit bodily injury and property damage liability per occurrence, or (ii) the current limit of liability carried by Permittee. If Permittee carries greater liability insurance than the minimum amount required in (i) above, the certificate or policy delivered to IRWD must evidence this greater amount. IRWD will not be responsible for any costs of premiums or other charges for such insurance. In addition, Permittee shall provide IRWD with Worker's Compensation and Employer's Liability Insurance coverage with a Waiver of Subrogation Agreement by the insurance carrier as respects IRWD. Failure by IRWD to obtain from Permittee evidence of any insurance required hereunder shall not constitute a waiver of the requirement for such insurance. Nothing in this subparagraph shall limit Permittee's obligations under the other provisions of this Permit. Permittee shall not self-insure any portion of the insurance required under this

paragraph, except for deductibles consented to by IRWD in writing in its sole and absolute discretion.

(i) Entry Fee: There shall be no entry fee charged to the Permittee for the use of the Property during the term of the Permit.

(j) Reimbursement of Costs: Permittee shall reimburse IRWD for any costs incurred by IRWD related to Permittee's use of the Property. Reimbursed costs shall be for, but not limited to, labor, materials, energy costs, repairs, restoration, or other costs related to use of Property by Permittee. Payment for reimbursement by Permittee shall occur within thirty (30) days of expiration or termination of Permit. This condition shall not limit any other provision of the Permit requiring Permittee to reimburse IRWD for costs or to perform repairs and other activities at its own expense.

(k) Assignment: Permittee's rights under this Permit shall not be assigned, nor shall Permittee have the right to sublicense any part of the Property, and any attempted assignment or sublicense shall be void and of no effect and shall constitute an incurable default under this Permit.

(l) Fire Restrictions: Permittee shall be responsible for fire suppression and prevention measures in conjunction with its use of the Permit. If so indicated in the Special Conditions, special fire prevention conditions apply to this Permit.

(m) Miscellaneous: The obligations and liabilities of Permittee under this Permit shall survive the termination or expiration of this Permit, and shall not be affected by or diminished in any way by the existence (or lack thereof) of other entry permits or entry agreements covering all or a portion of the Property. Permittee acknowledges that neither IRWD nor any employee, agent or representative of IRWD has made representations or warranties concerning the condition of the Property. In the event of any legal action to enforce the rights or remedies of either party to this Permit, the prevailing party shall be entitled to recover its costs and expenses (including attorneys' fees) of such action. All powers, rights or remedies of the parties to this Permit shall be cumulative with, and not exclusive of, any powers, rights or remedies otherwise available at law or in equity. The rights and obligations of the parties under this Permit shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. The person executing this Permit on behalf of Permittee represents and warrants that he/she is duly authorized to execute same and that Permittee is bound by the terms and conditions hereof.

signatures on next page

IN WITNESS WHEREOF, IRWD and Permittee have entered into this Entry Permit as of the _____ day of _____, 20____.

“PERMITTEE”

ORANGE COUNTY FIRE AUTHORITY

By: _____
Jeff Bowman
Fire Chief

IRVINE RANCH WATER DISTRICT

By: _____
Paul A. Cook,
General Manager

EXHIBIT 'A'

Description or depiction of Property



EXHIBIT 'B'

SPECIAL CONDITIONS

1. PAVED SURFACES/FENCES/GATES: Permittee shall protect and maintain all roads and other paved surfaces, fences and gates at no expense to IRWD.
2. DUST AND NOISE CONTROL: Permittee shall comply with all specification pertaining to noise and dust control as set forth in the latest edition of the Standard Specifications for Public Works Construction. In addition, Permittee shall comply, and ensure that all Permittee's Representatives and other persons present on the Property under Permittee's supervision or control, comply with the requirements of South Coast Air Quality Management District ("SCAQMD") Rule 403 (governing fugitive dust emissions), including, if applicable, the requirements of any approved fugitive dust emissions control plan prepared by IRWD or Permittee for the Property. If no such approved fugitive dust emissions control plan currently exists, and if such plan is required for Permittee's use of the Property, Permittee shall, at its sole cost, prepare and implement such plan for the Property in accordance with Rule 403. In such event, Permittee shall provide IRWD with a copy of such plan within ten (10) days of submission of same to SCAQMD.
3. EROSION CONTROL: Permittee shall be responsible for erosion and sediment control for all activities under this permit.
4. TRAFFIC CONTROL: Permittee shall be responsible for ascertaining and complying with the applicable county or city traffic controls related to ingress and egress form the site.
5. RESTORATION OF PROPERTY: [reserved]
6. REMOVAL OF MATERIALS: [reserved]
7. COOPERATION: Permittee shall cooperate with all other contractors and other authorized personnel working within this area (e.g., maintain through access, etc.).
8. FUEL STORAGE: Permittee shall not store any gasoline or other fuels on the Property.
9. CONDITION OF PROPERTY: Permittee shall keep the Property in a good safe condition.
10. IRWD APPROVAL OF WORK: All work which Permittee proposes to perform on the Property must be approved by IRWD prior to commencement of work by Permittee.
11. ACCESS/ROADWAY APPROVAL: All access points and/or roadways proposed to be utilized by Permittee must be approved by IRWD prior to installation or use thereof. Permittee shall maintain clear, continuous access to all IRWD access points and minimum clearances from IRWD facilities and appurtenances as shown on Exhibit 'A'.
12. TRASH REMOVAL: Permittee shall clean trash from the Property and surrounding area after the activity permitted under this permit. Not less than monthly, Permittee shall sweep,

remove weeds and trash, repair potholes and other hazards that may form in the paved or other Property surfaces; if such maintenance is not performed as required, IRWD shall have the right to perform it, and Permittee agrees to pay IRWD's costs as billed to Permittee.

13. CONTROL OF INVITEES: Permittee shall control the activities of invitees for the activities permitted under this Permit in order to prevent trespass by any invitees onto adjacent land.
14. PERMITS: Permittee is responsible for obtaining all permits required to perform the activities permitted under this Permit.
15. SIGNAGE: All signs which Permittee desires to use in connection with the activities permitted hereunder shall first be approved by IRWD prior to Permittee's posting of any signs on the Property.
16. BACKFILLING: Permittee shall backfill all trenches excavated in connection with the activities permitted hereunder on the same day that the trenches are dug.
17. HAZARDOUS WASTE: No "hazardous or toxic wastes, substances or materials," as such terms are or may from time to time be defined by Federal, state, county or municipal laws, ordinances, orders or regulations applicable to the use and enjoyment of the Property (which regulated materials are collectively hereinafter referred to as "Hazardous Wastes") shall be placed or used or allowed to be placed or used on the Property. In the event any such Hazardous Waste is discovered or known to exist on the Property or in the groundwater beneath the Property or otherwise to have escaped or emanated from the Property as a result of the activities of Permittee or Permittee's Representatives, Permittee shall at its cost diligently arrange for and complete the immediate removal thereof and all clean-up and remedial measures ordered by any applicable governmental agency. Permittee shall promptly report to IRWD in writing any unusual or potentially important "incidents" involving Hazardous Waste, including spills, fires, revocation of permits and receipts of notices of violation. In particular, "incidents" include
 - (a) all required reports of spills, storage, use or existence of Hazardous Wastes, including notices of any release of Hazardous Wastes required by Superfund, EPCRA, California Health & Safety Code 25359.7, or any other applicable law or regulation
 - (b) all fires
 - (c) all notices of suspension of any permits
 - (d) all notices of violation from Federal, State or local environmental authorities
 - (e) all orders under the Hazardous Waste Control Act and the Hazardous Substance and Account Act and the corresponding Federal statutes, concerning investigations, compliance schedules, clean-up or other remedial action
 - (f) all orders under the Porter-Cologne Act, including corrective action orders, cease and desist orders, and clean-up and abatement orders,

(g) any notices of violation from OSHA or Cal-OSHA concerning employees' exposure to Hazardous Wastes, and

(h) all complaints and other pleadings filed against Permittee related to the use, storage, disposal or release of Hazardous Waste on or from the Property. Permittee shall defend, indemnify and hold IRWD and its property and the Indemnitees, harmless from all losses, liabilities, damages, fines, penalties, costs (including clean-up costs) and expenses (including attorneys' fees) arising from or caused by Permittee's failure to comply with the provisions of this paragraph and such obligation to defend, indemnify and hold harmless shall survive the termination or expiration of this Permit.

18. GRADING ACTIVITY/STORM WATER PERMIT: Permittee shall comply with all federal and state requirements respecting storm water discharges in connection with all grading performed on the Property, including filing a NOI and Storm Water Pollution Prevention Plan with the California State Water Resources Control Board prior to commencement of grading on the Property.
19. NONDISTURBANCE OF COASTAL SAGE SCRUB HABITAT: Permittee shall be responsible for insuring that coastal sage scrub habitat within the Entry Permit area, if any, is not disturbed unless Permittee has the requisite permit(s) therefor from appropriated state and/or federal agencies. If Permittee desires to disturb any such area, Permittee shall provide IRWD with a copy of all such permit(s) providing for disturbance of such habitat prior to commencing and activity in such area.
20. LIENS: Permittee shall not suffer or permit any mechanic's or materialmen's liens or any other liens to be placed or imposed upon the Property from any activities of Permittee or Permittee's Representatives, and Permittee agrees to promptly remove or cause to be removed any such liens.
21. COMPLETION OF CONSTRUCTION: Once Permittee has commenced construction of any improvement permitted under this Permit, Permittee shall cause such construction to be diligently completed.
22. TEMPORARY FENCING: To the extent not existing, Permittee shall provide and maintain temporary fencing around the Property and remove such fencing upon termination of the Permit. Any existing fencing shall be maintained by Permittee but shall not be removed.
23. LOCKS: Permittee shall lock each access gate after each access and shall secure all gates at the end of each working day. Permittee shall lock all access gates at the end of each working day. Should Permittee desire a lock for the gate, an approved lock must be submitted to IRWD for registration and placement.
24. SURVEY: Permittee shall survey and stake the Property and prepare a field memorandum which shows there are no botanical, archaeological, and paleontological concerns on the Property prior to moving any equipment on site. The field memorandum shall be prepared at no cost to IRWD.

25. TRAILER/EQUIPMENT LOCATION: Any proposed trailer and or equipment yard location shall be field reviewed by IRWD prior to installation. No trailer or equipment yard is permitted by this Permit.
26. LIMITATIONS ON HOURS AND DAYS OF ENTRY: Permittee shall enter the Property only as follows _____.
27. SPECIAL SITE CONDITIONS: Permittee acknowledges the following special or unusual conditions on the site where its activities will take place:
_____.
28. NO VEHICLES: Permittee shall not be permitted to bring any vehicles onto the Property under this permit.
29. “AS-IS” CONDITION: The Property and access roadways are not maintained, and are in varying states of repair/disrepair. Irregular surfaces and loose dirt/gravel may exist on the Property and access roadways. In addition, slippery conditions will exist during and after storms.
- The Property is in a natural condition and as with any unimproved land, certain risks exist. For example, the Property is known to be home to rattlesnakes.
30. SPECIAL FIRE PREVENTION CONDITIONS: The Property is, by law, restricted to entry during the hot and extremely dry months and will remain a restricted area until the fire closure has been lifted. Permission to enter restricted area shall be canceled during extreme fire conditions caused by Santa Ana winds, low humidity, and extreme heat. In addition to the other provisions of this Permit, permission to enter the Property area is subject to the following conditions:
- (i) During extreme fire conditions, the following special requirements apply:
 - (A) No smoking in vehicles. No smoking except within a cleared area of not less than 30 feet square.
 - (B) Carry in each vehicle one serviceable round point shovel with overall length of not less than 4 feet and one 2-1/2 gallon pressurized water extinguisher or one 4 gallon pump type water extinguisher, fully equipped and ready for use. A chemical type fire extinguisher is not sufficient to satisfy this requirement.
 - (ii) Do everything possible to prevent fires.
 - (iii) Take immediate steps to control any fire discovered; if uncontrollable, report it to the nearest fire department or IRWD employee and render all possible assistance thereafter.
 - (iv) Vehicles equipped with catalytic converter exhaust systems should stay on traveled roads and not park over tall grass.

- (v) Drive directly to and from destination. Stay on maintained roads.
- (vi) Protect all water sources from pollution arising in connection with your entry under this Permit.

- 31. FUEL MODIFICATION AREA: Fuel modification areas designated on Exhibit 'A' shall be maintained by Permittee at its expense. Fuel modification areas designated on Exhibit 'A' shall be maintained by IRWD at Permittee's expense.
- 32. LANDSCAPE MAINTENANCE: Landscape areas designated on Exhibit 'A' shall be maintained by Permittee at its expense.
 - Landscape Areas designated on Exhibit 'A' shall be maintained by IRWD at Permittee's expense.
- 33. SPECIAL MUSSEL CONDITIONS:

In order to prevent the spread of invasive mussels into Irvine Lake, users must observe the following prior to launching outside boats:

- Inspect all exposed surfaces - small mussels feel like sandpaper to the touch.
- Wash the hull thoroughly.
- Remove all plants and animal material.
- Drain all water and dry all areas.
- Clean and dry all live wells.
- Empty and dry any buckets.
- Dispose of all bait in the trash.
- Once the boat has been cleaned, drained, and dry, wait 5 days in hot weather and up to 30 days in cool/moist weather before launching into Irvine Lake.



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3F
Consent Calendar

**Request for Special Procurement
Agency-wide Internet Services**

Contact(s) for Further Information

Mike Schroeder, Assistant Chief Support Services Department	mikeschroeder@ocfa.org	714.573.6008
Joel Brodowski, IT Manager	joelbrodowski@ocfa.org	714.573.6421

Summary

This agenda item seeks approval to utilize the special procurement provision under Article III (Section 1-23) in the Purchasing Ordinance for agency-wide internet services to award a contract to Cogent Communications Group, Inc. as the only Internet Service Provider (ISP) that provides the enterprise class, fully redundant, high-capacity, all fiber-optic, multipath network connection that meets the needs of the Fire Authority and is most cost-effective.

Prior Board/Committee Action

None.

RECOMMENDED ACTION(S)

Authorize the Purchasing Manager to issue a three-year contract to Cogent Communications Group, Inc. for agency-wide internet services utilizing the special procurement provision in the purchasing ordinance in the total contract amount of \$158,300 or \$52,800 annually beginning March 1, 2017.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the approved FY 2016/17 budget.

Background

Special Procurement Justification

A "special procurement" contract is recommended (per the Purchasing Ordinance and Roles/Responsibilities Matrix) when it is in the best interest of OCFA to award a contract without bidding requirements and the procurement does not meet the definition of a sole source. Staff is recommending a special procurement with Cogent Communications Group, Inc. as the only ISP that provides the enterprise class, fully redundant, high-capacity, all fiber-optic, multi-path network connection that meets the needs of the Fire Authority and is most cost-effective. In reviewing other providers, staff found many used a combination of co-ax, copper and fiber-optic, and were dependent on single-path network connections which poses a potential single point of failure. Some were prohibitively expensive and did not meet other requirements (see attachment for additional information).

OCFA's Internet Service

The current internet service for the OCFA comprises a single Digital Signal 3 (DS3) circuit from the telephone company (telco) that connects at the Regional Fire Operations and Training Center and has a maximum data carrying capacity of 45Mb per second. The DS3 is a legacy telecommunications product that requires proprietary hardware and infrastructure and is inadequate for an organization as large as the OCFA. All 1,300 OCFA employees located at RFOTC and the 72 fire stations are routed to the internet through this connection which has been in use since moving into the RFOTC in May 2004. The current contract with Global Capacity is \$43,000 annually and will end on February 28, 2017.

Today, OCFA's ability to provide emergency services relies on a persistent, high capacity internet connection for critical systems like the Computer Assisted Dispatch (CAD) and the Mobile Data Computers (MDC) which utilize the internet as an important communications channel between 9-1-1 dispatchers and the first responders. An Internet Service Provider (ISP) that can provide an enterprise class internet connection that is fault tolerant, and features multiple path network connections to the internet is critical in case one connection path fails, the secondary or backup path to the internet will support OCFA's ongoing operations without interruption.

System Upgrade

As part of this contract, Cogent will upgrade the current single internet connection to two internet connections (one with 250MB capacity and the other at 300MB) vastly expanding the current connection. Both internet connections will use independent telco networks and routers that are online 24/7 with fail-over capability should one of the connections fail. The full capacity of both lines will be available allowing OCFA staff located at RFOTC or any fire station to participate in high bandwidth activities such as streaming training videos and video conferencing. The increased network bandwidth will provide greater reliability and access to OCFA's critical systems that rely on internet connections.

Conclusion

Staff is recommending the award of a three-year contract to Cogent in the amount of \$158,256 or \$52,752 annually utilizing the special procurement method with the contract beginning March 1, 2017.

[Attachment\(s\)](#)

Special Procurement Request Form

OCFA Special Procurement Justification Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A special procurement is defined as a purchase, where due to unusual or special circumstances, it would be in the best interest of the OCFA to accomplish the procurement without compliance with the competitive bidding requirements. Special Procurements are not applicable to construction services. The using department requesting a special procurement shall provide written evidence to support a special procurement determination. This form is to be submitted with the purchase requisition to Purchasing with any special procurement requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All special procurement forms must be submitted to the Purchasing Manager and then reviewed and approved by the Assistance Chief, Business Services.
4. All special procurements exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the special procurement form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved special procurement justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Information Technology/Infrastructure	Requested By: David Johnson	Date: 10-27-16
Recommended Vendor: Cogent Company	Vendor Contact: Derek Harrison Morgan	Vendor's E-mail Address: dmorgan@cogentco.com
Vendor Address: 2450 N Street NW, Washington DC 20037		Vendor's Telephone #:
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 3-1-17 to 2-28-20	Contract Amount: \$52,800 annually
If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).		Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III – JUSTIFICATION

1. Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.

Cogent will provide multi-carrier (AT&T/Cox), fault tolerant, high capacity, redundant internet connections the OCFA. The connections will consist of two fiber optic connections - one at 250MB and another at 300MB capacity. The total 550MB is more than 10 times the current internet bandwidth capacity of the current OCFA internet connection, which will drastically increase performance at RFOTC & stations.

2. Please state the reasoning for the special procurement and the special circumstances of why it would be in the best interest of OCFA to accomplish the procurement without a competitive bidding process. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation and demonstrates the nature of this request. Attach additional sheet if necessary.

The Fire Authority is looking to eliminate single vendor dependency for critical data infrastructures such as the internet connection to mitigate risk of failure. In addition, the organization needs an increase in bandwidth as constant internet access is critical for emergency operation services. Cogent meets this need by providing a redundant internet connection across multiple (AT&T/Cox)

SECTION III – JUSTIFICATION (continued)

physically separate 100% fiber optic high capacity networks. Many internet service providers (ISP) such as the current provider, (Global Capacity) use a combination of legacy infrastructure with dependency on a single telecom company for network connections providing for a single point of failure which is no longer acceptable.




3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate a better price with the vendor, did the vendor provide a discount)? Please provide the quote with your special procurement request.

IT staff was able to negotiate a price that is 60% lower per Megabyte (MB) for Internet Service than either of the other ISP's that were considered. This amount includes two high capacity, fault tolerant internet lines with more than ten times the speed and capacity of the current internet connection .



4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

Yes, OCFA has been with Global Capacity since 2004. Changing firms will require updating all IP addresses. This is a large undertaking that will involve staff time and it doesn't make sense to do this often as it is potentially disruptive to OCFA's business. The pricing offered is fixed for three years, future contract pricing for internet connection is expected to be comparable with adjustments for inflation.

Special Procurement Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
David Johnson, Assistant IT Mgr.		10-17-16
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski, IT Manager		17-11-2016
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Michael Schroeder, Asst. Chief Supp. Svs.		10/17/16

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	10/17/16
ASSISTANT CHIEF BUSINESS SERVICES APPROVAL	DATE
	10/19/16

Executive Committee Approval Required Yes No Special Procurement over \$50,000

Executive Committee Approved: Yes No Date approved _____

Cost Comparison to upgrade OCFA Internet Service Provider

Vendor	Price / Data line	Price / MB	Price monthly¹
Current ISP (Global Capacity)			
1 X 45MB	\$3,081.90	\$68.49	\$3,081.90
Global Capacity²			
1 X 200MB	\$3,904.69	\$19.52	\$3,904.69
Level(3)³			
1X100MB	\$1,962.51	\$20.07	\$4,013.30
1X100MB	\$2,050.79		
Cogent⁴			
1X250MB	\$2,169.00	\$7.99	\$4,396.00
1X300MB	\$2,227.00		

Notes:

- 1 - Price includes all charges related to internet connection
- 2 - Quoted only 1 - data line connection
- 3 - Could not guarantee 100% fiber optic network, most expensive per MB
- 4 - Recommended ISP, best price per MB



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3G
Consent Calendar

**Sole Source Purchase Order
Eagle Aerial Imaging**

Contact(s) for Further Information

Mike Schroeder, Assistant Chief Support Services Department	mikeschroeder@ocfa.org	714.573.6008
Joel Brodowski, IT Manager	joelbrodowski@ocfa.org	714.573.6421

Summary

This agenda item seeks approval to issue a sole source purchase order to Eagle Aerial Imaging for digital orthophotography of the County of Orange to be used with the OCFA's enterprise Geographic Information Systems (GIS) and TriTech Computer Aided Dispatch (CAD) system.

Prior Board/Committee Action

At the May 22, 2014 Executive Committee meeting, the Executive Committee approved the sole source Eagle Aerial contract for \$63,000 to purchase digital orthophotography of Orange County.

RECOMMENDED ACTION(S)

Authorize the Purchasing Manager to issue a sole source purchase order to Eagle Aerial Imaging for digital orthophotography to be used with the OCFA's enterprise Geographic Information Systems and TriTech Computer Aided Dispatch system in the amount of \$63,000.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the approved FY 2016/17 budget.

Background

Sole Source Justification

Eagle Aerial Imaging is the sole source provider of digital orthophotography that is generated from the geodetic control network used by the County of Orange and exactly matches the geometric requirement of the existing OCFA GIS system which data layers are built on (see attachment for additional information).

Digital orthophotography (geometrically corrected aerial photography) is used with the OCFA's TriTech CAD system and the enterprise GIS system for developing paper and electronic mapping products for incident support, mutual aid agreements, and situational awareness for 9-1-1 Dispatcher and Operations personnel. OCFA updates its digital orthophotography every two to three years to show recent changes like new construction, new housing developments, road construction, and other important geographic points of interest.

Attachment(s)

Sole Source Request Form

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Information Technology / GIS	Requested By: Todd Muilenburg	Date: 10/27/16
Recommended Vendor: Eagle Aerial	Vendor Contact: Wayne Tate	Vendor's E-mail Address: wtate@eagleaerial.com
Vendor Address: 3420 Bristol Street, 6th Floor, Costa Mesa, CA 92626		Vendor's Telephone #: (714) 754-7670
Type of Contract: <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): 11/15/16	Contract Amount: \$63,000
If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).		Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION III – JUSTIFICATION

1. Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.

The OCFA IT department is requesting high resolution aerial photography for GIS use. Eagle Aerial provides digital aerial photography (digital orthophotography) at the very high resolution of 3" per pixel. The data is geometrically corrected to match the map grids of the County that OCFA has built its GIS database upon.

2. Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.

Eagle Aerial is the sole source provider of digital orthophotography that is generated from the geodetic control network used by the County of Orange and exactly matches the geometric requirements of the existing OCFA enterprise GIS data which was built on the geodetic network. Internet based aerial photography is not accurate enough to meet OCFA's GIS needs and is often several years old

SECTION III – JUSTIFICATION (continued)

and missing important structures or new construction. The aerial photography needs to be updated regularly. Updated aerial imagery is necessary for OCFA mapping products, computer apps, and improving situational awareness.




3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

Staff negotiated with the vendor to maintain the same price of \$64,000 for the new digital orthophotography that OCFA paid that last time it was updated in 2014. The price was not increased.


4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

If OCFA desires to continue to upgrade it's digital orthophotography, then it will be necessary to purchase a future upgrade. Costs are expected to be similar to the current price based on past purchase history. This is a regularly expected cost required to maintain high quality GIS data.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Todd Muilenburg, Asst. IT Manager		10-17-16
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski, IT Manager		10-17-2016
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Michael Schroeder, Asst. Chief Supp. Svs.		10/17/16

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	10/17/16
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
<input type="checkbox"/>	

Executive Committee Approval Required Yes No Sole Source over \$50,000

Executive Committee Approved: Yes No Date approved _____



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3H
Consent Calendar

**Sole Source Contract Increase for
Information Management Technologies**

Contact(s) for Further Information

Mike Schroeder, Assistant Chief Support Services Department	mikeschroeder@ocfa.org	714.573.6008
Joel Brodowski, IT Manager	joelbrodowski@ocfa.org	714.573.6421

Summary

This agenda item is submitted for approval to increase funding of the previously approved sole source contract with Information Management Technologies (IMT) for software support, maintenance, custom programming, and upgrades to the OCFA Staffing and Timekeeping (which includes the Fair Labor Standards Act module) business systems.

Prior Board/Committee Action

OCFA completed a Professional Services RFP in April 2008 and awarded a contract to IMT, with sole source contract renewals awarded in 2012 and 2015.

At the January 15, 2015, Executive Committee meeting, the Committee approved renewing the sole source IMT annual contract amount from \$149,000 to \$164,000 and extended the term three years through April 30, 2018.

RECOMMENDED ACTION(S)

Authorize the Purchasing Manager to increase the contract amount for Information Management Technologies by \$96,000 from \$164,000 to \$260,000 for the current contract ending April 30, 2018.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding available in the approved FY 2016/17 General Fund budget.

Background

Sole Source Justification

IMT is the sole source provider for support and custom programming of the staffing and timekeeping programs utilized by the OCFA. IMT has also written custom interfaces and scripts with other OCFA systems that requires specialized knowledge, experience, and understanding of the business rules and logic to support these custom systems (see attachment for additional information). IMT's experience with OCFA ensures our ongoing ability to respond to required changes and updates to these very complicated systems.

Staffing System

This application is designed to ensure that all OCFA fire stations are constantly staffed every day (for over 330 positions) consistent with current Memorandum of Understandings. The system allows employees to request vacation and other leaves in advance and determines the employee available to fill the position (referred to as backfill), while ensuring that all firefighter overtime is distributed equitably. During fire season, the system was updated to automatically create Strike Teams that support major incidents and backfilling behind those positions.

Timekeeping System

The Timekeeping application is designed to ensure that all employees are paid for hours they work. This system provides the data required for the payroll system to process and calculate employees' pay, including a series of reconciliations and reports to ensure accuracy. The application also includes a module that ensures that OCFA's pay practices are in compliance with the Fair Labor Standards Act (FLSA).

The above applications are integrated with each other and with many other OCFA programs (BANNER, Payroll, RMS, Computer Aided Dispatch, and intranet). Integration between these systems is highly complex, structured and organized to ensure consistent, real time easy access to information throughout the organization.

Ongoing enhancements are consistent with the Board's objective that OCFA use technology to improve operational efficiency and internal controls. The current IMT contract provides OCFA with one onsite Sr. Application Developer to provide technical support and consulting services three days/week (24 hours) as well as providing 24/7 phone support. Because of growing requests for program enhancements, software updates, and integration enhancements, the current level of support funded by the contract is no longer sufficient to meet our needs. Staff is requesting to fund a second Application Developer who will work two days/week (16 hours) bringing total onsite support to 40 hours/week. The second Application Developer will significantly improve completion of enhancements, software updates, and depth of support for the applications.

The hourly rates that IMT charges for high-level software development are very competitive with other software support vendors who contract with OCFA for critical OCFA computer systems and programs as detailed in the chart on page two of this report. IMT does not charge for travel time.

Hourly Rate Comparison to Other OCFA Contracted Support Vendors

Vendor / Positions	Systems / Tasks	Hourly
<i>Information Management Technology</i> Sr. Application Developer / Consultant Application Developer	<i>Staffing - Timekeeping - FLSA</i> Software development, custom programming Application development	131.07 112.00
<i>Xerox / ACS (Payroll, HRMS, Accounting)</i> Sr. Software Developer	<i>Human Resources systems, Payroll, General ledger</i> Software development, custom programming	155.36
<i>TriTech Software Inc. (CAD)</i> Sr. Software Developer	<i>Computer assisted dispatching (CAD)</i> Software development, custom programming	175.00
<i>6th Street Consulting (TheHIVE)</i> Sr. Software Developer	<i>Microsoft consultant, SharePoint, SQL database</i> Software development, custom programming	150.00

Conclusion

Staff is recommending approval of an increase to the sole source contract with IMT in the amount of \$96,000 annually (from \$164,000) to \$260,000 annually to provide an additional Application Developer bringing the support level to 40 hours per week for the two remaining contract years.

Attachment(s)

Sole Source Request Form

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Information Technology/Systems	Requested By: Todd Muilenburg	Date: 10/27/16
Recommended Vendor: Information Management Technologies	Vendor Contact: Jim Mabey	Vendor's E-mail Address: jim@imtdata.com
Vendor Address: 2696 Hudson Ave., Corona, CA 92881		Vendor's Telephone #: 951-733-1334
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment <input checked="" type="checkbox"/> Increase	Contract Term (Dates): 11/1/16 to 4/30/18	Contract Amount: \$260,000
If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).		Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**

Information Management Technologies (IMT) is the sole source owner and developer for the suite of applications including Staffing and Timekeeping that the OCFA uses to ensure that all 330 Operations positions are staffed every day consistent with current MOU's, all vacation requests and leaves are filled, overtime is distributed equitably and employees are paid for hours worked. Controls are built-in to deter possible manipulation of overtime.

2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**

IMT is the sole source for support and custom programming of the Staffing and Timekeeping programs that OCFA uses. IMT has had a successful partnership with OCFA for many years designing, supporting, and providing rapid response required to make the changes and updates to the system.

IMT has also written custom interfaces with other OCFA systems that required specialized

SECTION III – JUSTIFICATION (continued)

knowledge and experience to support. Switching to a different vendor would be very difficult and time consuming for IT staff to train and a new vendor to successfully learn the custom programming and scripts used, or to understand the business rules and logic.


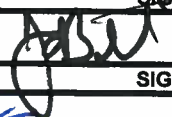

3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

We requested that IMT provide multiple rates so that we could select the position that best fit the OCFA's needs. IMT rates are significantly lower than comparable major system vendors for custom programming (see comparison in the staff report).


4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

Yes, as long as OCFA chooses to use IMT's programs, it will be necessary to contract with them for custom programming and support. We expect at the next contract renewal (4/30/18) that IMT will request an increase in their hourly programming rate of 10 - 15% which reflects the trend in high-end specialized programming rates becoming increasingly more expensive.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
Todd Muilenburg, Asst. IT Manager		10-17-16
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski, IT Manager		17-Oct-2016
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Michael Schroeder, Asst. Chief Supp. Svs		10/17/16

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	10/17/16
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
<input type="checkbox"/>	

Executive Committee Approval Required Yes No Sole Source over \$50,000

Executive Committee Approved: Yes No Date approved _____



Orange County Fire Authority
AGENDA STAFF REPORT

Executive Committee Meeting
October 27, 2016

Agenda Item No. 3I
Consent Calendar

**Sole Source Purchase of Motorola 800MHz Portable and Mobile Radios
Utilizing County of Orange Agreement # MA-060-15011560**

Contact(s) for Further Information

Mike Schroeder, Assistant Chief Support Services Department	mikeschroeder@ocfa.org	714.573.6008
Joel Brodowski, IT Manager	joelbrodowski@ocfa.org	714.573.6421

Summary

This agenda item seeks approval to issue a sole source purchase order to purchase 800Megahertz communications equipment and related services as needed for Countywide Coordinated Communications System, from Motorola Solutions, Inc. utilizing the Orange County Contract Equipment Price Book Agreement #MA-060-15011560 (effective May 21, 2015, through May 20, 2020), and subsequent discounts offered for bulk purchase and trade-in discounts for the total amount of \$6,715,163.

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

1. Authorize the Purchasing Manager to issue a sole source purchase order to Motorola Solutions, Inc. for the purchase of 1,555 radios and accessories in an amount not to exceed \$6,715,163 including shipping and sales tax.
2. Authorize the Purchasing Manager to issue a sole source purchase order to Orange County Sheriff's Department in the amount of \$77,750 to program the new radios.

Impact to Cities/County

Not Applicable.

Fiscal Impact

Funding is included in the approved FY 2016/17 Capital Improvement Project Fund 124 budget.

Background

Sole Source Justification

Motorola is the only radio manufacturer fully compatible with the 800MHz Countywide Coordinated Communications System (see attachment for additional information).

Countywide Coordinated Communications System (CCCS)

The current CCCS was implemented from 1999 – 2001 with a life expectancy through 2015. The CCCS is administered by the Orange County Sheriffs' Department (OCS D) Communications Division. OCS D/Communications Division was directed in 2009 to develop the next generation system upgrade proposal, and has developed a four-phase upgrade/replacement plan for the CCCS. The upgrade includes implementation of a P25 system digital architecture, which is the FEMA and

Department of Homeland Security recommended technology for public safety communications interoperability. An additional requirement was added by the Orange County Fire Chiefs in 2015 to utilize encryption for all Fire Department radios and channels.

The CCCS is being systematically upgraded in phases including replacement of three main components: the backbone equipment, subscriber equipment, and dispatch consoles. At this time, the OCFA needs to purchase subscriber equipment which includes base stations, mobile and portable 800MHz digital radios for use by OCFA personnel, in fire stations, the RFOTC data center, and in apparatus and vehicles. IT staff completed a comprehensive inventory of every radio used at the RFOTC and in all fire stations, apparatus, and vehicles over the summer of 2016. The quantity of radios planned for purchase and installation in this report was determined by that inventory.

Pricing

The Orange County Contract Equipment Price Book Agreement #MA-060-15011560 features a significant discount for agencies in Orange County resulting in a cost savings of \$3,490,979 over list price for the equipment requested. Motorola is offering an additional savings of \$2,492,842 including discounts and trade-in value to OCFA due to the large order if this equipment is purchased by November 25, 2016. This results in a total 50% discount on each radio and 30% discount on accessories. The total purchase amount with sales tax and delivery is \$6,715,163. The amount budgeted for the purchase of this equipment in FY 2016/17 is \$7,540,000 resulting in a remaining budget balance of approximately \$824,837.

Radio programming costs are estimated at \$77,750 and must be completed by OCSD. The programming costs will be paid from the remaining FY 2016/17 CIP Fund 124 budget balance of \$824,837, as will the estimated \$351,000 for mobile radio installation costs in OCFA apparatus and vehicles. Staff is continuing to develop the mobile radio installation plans and will present details to the board at a future meeting.

Staff requests reserving the remaining balance of \$396,087 or about 5.2% of the project budget for additional radios or radio related accessories that may need to be purchased. Staff has high confidence the quantity of radios to be purchased is accurate, but recognizes that there may be additional organizational needs not yet implemented that may require additional radios beyond the quantity being purchased. Any use of these reserve funds will be brought back to the board at the next available meeting in an effort to keep the board apprised of project status. Any unspent funds from the project budget will be returned to the Fund 124 budget.

Deployment

Deployment of the new portable radios to Operations personnel, installation of mobile radios in OCFA vehicles and apparatus and in fire stations will start in June 2017, or as soon as possible after radio programming and training are completed. The mobile radio installations are more complex and staff is estimating it will take at least a year to eighteen (18) months to install new mobile radios in all OCFA apparatus and vehicles that currently have 800MHz radios. All new portable, mobile and station radios will be installed and functioning by the end of 2018.

Conclusion

Based on the special pricing offered by Motorola staff is recommending approval of the purchase to Motorola Solutions, Inc. in the amount of \$6,715,163.

Attachment(s)

Sole Source Request Form

OCFA Sole Source Request Form

The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.

SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

SECTION II – REQUEST INFORMATION

Department/Section: Information Technology/Communications	Requested By: David Johnson	Date: 10/27/16
Recommended Vendor: Motorola Solutions Inc.	Vendor Contact: Kim Caplan	Vendor's E-mail Address: kim.caplan@motorolasolutions.com
Vendor Address: 10680 Treena Street, Suite 200, San Diego, CA. 92131		Vendor's Telephone #: 858-442-3979
Type of Contract: <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	Contract Term (Dates): Place order by 11/25/16	Contract Amount: \$6,715,163.06
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</i>		Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION III – JUSTIFICATION

1. Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.

The products requested are as follows: 1050-800MHz Motorola APX6000XE portable rugged radios, 375- 800MHz Motorola APX6500 mobile radios, 20- 800MHz APX6500 mobile dual-head radios, 75- 800MHz Motorola APX4500 mobile radios, 35- 800MHz Motorola APX7500 base station radios, and associated cables, batteries, single and multi-unit battery chargers, lapel microphones, shipping and taxes.

2. Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.

Motorola is the only radio manufacturer whose radios are fully functional on the Orange County 800MHz

Countywide Coordinated Communications System (CCCS) that all Orange County public safety agencies including OCFA use.

SECTION III – JUSTIFICATION (continued)




3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.

Motorola Solutions has provided special pricing in their Orange County Equipment Price Book Agreement #MA-060-15011560 effective 5-21-15 through 5-20-20 for Orange County agencies. If OCFA were to commit to a bulk purchase before 11-25-16, Motorola offered an additional 10% discount increasing the total discount for radios to 50% and accessories to 30%.


4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)? (If yes, please explain how and what the future costs will be.)

The use of the current contract is voluntary and will not obligate the OCFA for any future purchases.

Sole Source Request Submitted by:

REQUESTORS NAME	SIGNATURE	DATE
David Johnson, Asst. IT Manager		10-18-16
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski, IT Manager		17-05-2016
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Michael Schroeder, Asst. Chief Supp. Svs.		10/17/16

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL	DATE
	10/17/16
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
<input type="checkbox"/>	

Executive Committee Approval Required Yes No Sole Source over \$50,000

Executive Committee Approved: Yes No Date approved _____