

**BAY AREA HEADQUARTERS AUTHORITY**

Regional Agency Headquarters
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Memorandum**Agenda Item 4c**

TO: Bay Area Headquarters Authority

DATE: April 20, 2016

FR: Executive Director

W. I. 9130

RE: Purchase Order – Fiber Optic Communications from 375 Beale to 365 Main Streets: Digital 365 Main, LLC (\$350,000)

This memorandum seeks approval to issue a purchase order for a five-year agreement on a sole source basis with Digital 365 Main, LLC (Digital 365) for fiber optic data communications infrastructure and related technology hosting services at Digital 365's colocation facility, in an amount not to exceed \$350,000. This service provides a point-to-point connection for the BAIFA Express Lanes System, located in both the BAHA's Data Center and BAIFA's leased space at 365 Main Street.

Background

Digital 365 is a technology vendor that provides hosting, co-location, communications, and disaster recovery services. Its detailed services include technology shipping/receiving, environmentally controlled computer room, data communications services, disaster recovery, and asset security.

The 375 Beale Street Regional Headquarters will house agency technology for the BATA FasTrak® Regional Customer Service Center, the Regional Operations Center, and BAIFA express lanes. The fiber optic communications infrastructure between the 375 Beale Street Regional Headquarters and Digital 365 will connect the aforementioned agency systems with the BAIFA leased services and infrastructure located at 365 Main St. The Digital 365 fiber optic data communications services will include: fiber optic communications infrastructure and related hosting ("colo") services at its facility and conduit to be used exclusively for the connection of BAHA owned fiber infrastructure.

The Digital 365 San Francisco facility is located directly across the street from the new Regional Headquarters and provides all of the services required to provide the necessary data communications infrastructure and colo services. Based on this reason, procuring services from Digital 365 on a sole source basis was approved under agency procedures. Digital 365 is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to issue a purchase order for a five-year lease agreement to Digital 365 Main, LLC in an amount not to exceed \$350,000 for Fiber Optic communications and services.



Steve Heminger

SH:vdc

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Purchase Order

Vendor:	Digital 365 Main, LLC
Work Project Title:	375 Beale Street Technology Services
Purpose of Project:	Fiber Optic Communications and Services
Brief Scope of Work:	Lease of communications services, infrastructure co-location computer room space, and utilities necessary for agency connectivity between 375 Beale and Digital 365 Main, LLC
Project Cost Not to Exceed:	\$350,000
Funding Source:	\$80,000 BAHA FY 2015-16 Capital Budget \$270,000 BAIFA Express Lanes Capital Project Budget
Fiscal Impact:	Funding is included in the BAHA FY 2015-16 Capital Budget
Motion by Authority:	That the Executive Director or his designee is authorized to issue a purchase order to Digital 365 Main, LLC for the 5-year lease of communications and related co-location services as described above and in the Executive Director's memorandum dated April 13, 2016, and the Treasurer and Auditor is directed to set aside funds in the amount of \$350,000 for such purchase order.
BAHA Chair:	<hr/> Dave Cortese
Approved:	Date: April 27, 2015