

AZTEC CITY COMMISSION
SPECIAL WORKSHOP MEETING AGENDA
Tuesday, April 30, 2024 @ 4:00 PM
Aztec City Hall, 201 West Chaco St., Aztec NM 87410

4:00 PM

Fiscal Year 2025 Budget Workshop

AZTEC SPECIAL CITY COMMISSION AGENDA
Tuesday, April 30, 2024 @ 6:00 PM
Aztec City Hall, 201 West Chaco St., Aztec NM 87410

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

ROLL CALL

APPROVAL OF AGENDA ITEMS

BUSINESS ITEMS AGENDA

- A. Special Budget Resolution 2024-1426 for IT Support Services
- B. Award Contract for IT Support Services, Equipment and Maintenance

ADJOURNMENT

Staff Report

MEETING DATE: April 30, 2024
AGENDA ITEM: BUSINESS ITEM (A)
AGENDA TITLE: Resolution 2024-1426 Special Budget Resolution

ACTION REQUESTED BY: City Staff
SUMMARY BY: City Staff

PROJECT DESCRIPTION / FACTS

An IT consultant, Koch Solutions, was initially hired to review the City's Information Technology Network System. Due to those results, the City then pursued a Request for Proposals for IT Support Services (RFP 2024-847). Four companies responded to that RFP and were subsequently interviewed by an IT committee as part of the RFP process. Those companies included:

- DSI Technologies
- Kosh Solutions
- System's MD
- Sunstate Technologies

From these four companies, the IT committee selected Sunstate Technologies based upon scoring of the RFP technical response and interview.

Sunstate Technologies offers physical upgrading of the City's Network System and also will provide support services on an annual basis as requested within the RFP.

Sunstate Technologies Purchasing Quote RFP 2024-847 IT Support Services
Managed Services w/ Purchased Equipment

Equipment \$120,087.70
Installation Fee -onetime fee \$9,600.00.
One Time Fee \$129,687.70
Estimated Tax \$9,941.31
Subtotal One Time Fee \$139,629.01

Monthly Service Cost \$11,715.00
Estimated Tax \$959.17
Subtotal- Monthly Service \$12,674.17
Subtotal Yearly Cost \$140,580.00

Total First Year Cost \$280,209.01

To move forward on contracting these services, the City Staff requests the City Commission to approve Resolution 2024-1426 Special Budget Resolution to allow for the expenditure of funds that are accounted for in GL# 310-1170-64200, IT Professional Services.

PROCUREMENT / FISCAL IMPACT

\$280,210.00 will be added to GL account 310-1170-64200, IT Professional Services

SUPPORT DOCUMENTS:

- Resolution 2024-1426
- RFP 2024-847 Tabulations
- DFA Summary

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2024-1426
Special Budget Resolution for IT Support Services



RFP Tabulation
Date: 04/03/2024
RFP 2024-847 I.T. SUPPORT SERVICES

Item	Technical Specification	Sunstate Technologies		Systems MD's		Kosh Solutions		DSI Technologies	
		Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded
1	Organizational Experience	2700	2150	2700	1946.875	2700	1982.5	2700	2120
2	Organizational References	900	600	900	638	900	666	900	620
3	Respondent Qualifications	1500	1150	1500	962.5	1500	1059.5	1500	1077.5
4	Respondent Affiliations	300	205	300	234	300	177	300	220
5	Proposal Responsiveness, Completeness, and Clarity	300	170	300	202	300	182	300	240
Item	Business Specifications	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
1	Submittal Form	X		X		X		X	
2	Signed Campaign Contribution Disclosure Form	X		X		X		X	
3	Debarment/Suspension Form	X		X		X		X	
	Business Specifications cont.	Lowest Responsive Offer Bid This Respondent's Bid = Ans X 50		Lowest Responsive Offer Bid This Respondent's Bid = Ans X 50		Lowest Responsive Offer Bid This Respondent's Bid = Ans X 50		Lowest Responsive Offer Bid This Respondent's Bid = Ans X 50	
4	Cost	50		0		29		20	
Total		5750	4325	5750	3983.375	5750	4096	5750	4297.5
	Business Specification cont. Additional Points *Can only be A or B	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded
5. A	NM Performance - Resident or Resident Native American vendor points	8	0	8	0	8	8	8	8
5. B	NM Performance - Resident Veteran or Resident Vetern Native American points	10	0	10	10	10	0	10	0
Total Points		5760	4325	5760	3993.375	5760	4104	5760	4305.5

CITY OF AZTEC
Resolution 2024-1426
Special Budget Resolution for IT Support Services

- WHEREAS,** the City of Aztec initiated an Information Technology Network System review; and
- WHEREAS,** the results of that initial review directed the City to seek a Request for Proposal for IT Support Services; and
- WHEREAS,** four IT companies responded to RFP 2024-847; and
- WHEREAS,** each company was scored by committee on technical qualifications and interviewed in person by the IT committee; and
- WHEREAS,** one company, Sunstate Technologies was selected from the RFP process; and
- WHEREAS,** funds within the 310 account are available for contracting Sunstate Technologies to implementing the network systems changes as well as provide annual IT support; and
- WHEREAS,** the funding now needs to be allocated for expenditure in the amount of \$280,209.01.

NOW, THEREFORE, that the Aztec City Commission, of Aztec, New Mexico, Adopts Resolution 2024-1426, approving the special budget resolution to create GL 310-1170-64200 IT Professional Services for expenditure.

PASSED, APPROVED AND SIGNED this 30th day of April 2024.

Mayor Michael A. Padilla, Sr.

ATTEST:

Karla Saylor, City Clerk

JOINT UTIL	500	52100	\$ 7,890,986	13,105,007	2,335,500	14,754,083	8,577,410
ELECTRIC F	503	52100	5,352,609	11,300	(255,500)	-	5,108,409
WATER RE	506	52100	1,962,495	2,800	(1,500,000)	-	465,295
WASTEWAT	509	52100	2,027,061	2,810	(580,000)	-	1,449,871
WATER RIC	530	53500	574,816	7,900	-	1,000	581,716
IRRIGATION	540	59900	95,702	-	-	3,800	91,902
SOLID WAS	550	50200	243,750	1,228,945	-	1,164,265	308,430
ELECTRIC U	518	59900	-	170,000	-	170,000	-
STORWATE	580	59900	-	288,000	-	288,000	-
Total Enterprise Funds			\$ 18,147,419	14,816,762	-	16,381,148	16,583,033
Total City of Aztec			\$ 32,423,963	35,670,788	-	40,253,808	27,840,942

Resolution 2024-1426
State of New Mexico, City of Aztec
2022-2023 Special Budget Resolution, 109th Fiscal Year

City Account Number	City Account Description	Pre Adjusted Balance	Increase	Decrease	Adjusted Balance	Request
310-1170-64200	PROFESSIONAL SERVICES	947,359	280,210		1,227,569	PHYSICAL UPGRADING OF THE CITY'S NETWORK SYSTEM

Staff Report

MEETING DATE: April 30, 2024
AGENDA ITEM: BUSINESS ITEM (B)
AGENDA TITLE: Award Contract for IT Support, Equipment and Maintenance

ACTION REQUESTED BY: City Staff
SUMMARY BY: Ed Kotyk

PROJECT DESCRIPTION / FACTS

Sunstate Technologies will provide maintenance and support services on an annual basis as requested within the RFP.

Sunstate Technologies will also provide the City of Aztec the Network Equipment for purchase.

PROCUREMENT / FISCAL IMPACT

GL account 310-1170-64200, IT Professional Services:

- Managed Services w/ Purchased Equipment: \$280,209.01

SUPPORT DOCUMENTS:

- Sunset Technologies Pricing
- Sunset Technologies Managed Service Agreement
- Sunset Technologies Equipment Purchase Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Sunset Technologies:
Support & Maintenance Agreement with Purchased Equipment



Sunstate Technologies Purchasing Quote

RFP 2024-847 I.T. Support Services

	Managed Services w/ Purchased Equipment
Equipment	\$120,087.70
Install Fee - one time fee	\$9,600.00
Subtotal - One Time Fee	\$129,687.70
Estimated Tax	\$9,941.31
Total One Time Fee	\$139,629.01

Monthly Service Cost	\$11,715.00
Equipment Rental	
Estimated Tax	\$959.17
Subtotal- Monthly Service	\$12,674.17
Total Yearly Cost	\$140,580.00

First Year Cost	\$280,209.01
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Second Year Cost	\$140,580.00
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Sunstate Technologies Leasing Quote

RFP 2024-847 I.T. Support Services

Managed Services w/Leased Equipment	
Equipment	\$4,832.41 (Hardware/Software *NRC)
Install Fee - One Time Fee	\$9,600.00
Subtotal - One Time Fee	\$14,432.41
Estimated Tax	\$1,181.65
Total One Time Fee	\$15,614.06
Monthly Service Cost	\$11,715.00
Equipment Rental	\$4,802.47 (Monthly -Client owns in 24 months)
Estimated Tax	\$1,352.37
Monthly Total	\$17,869.84
Total Yearly Cost	\$214,438.08
First Year Cost	\$260,989.35
Second Year	\$214,438.08

*NRC non-recurring cost

Managed Services Detailed Quote Agreement

Project Number: Quote #006396 V1
 Date: 4/24/2024
 Project State: NM
 Customer Type: SLED
 Product Type: Managed Services
 State Contract: _____
 Term: 36

Client: City of Aztec
 Attention: Vanessa Tanner
 Contact: Randy Mifflin
 Contact Email: rmifflin@cellularoneaz.com
 Office: 928-537-0690 ext 2217
 Mobile: 928-358-7496

Managed Services Monthly-Recurring Cost (MRC)

Item	Hardware & Management Description	Unit MRC	Qty	Extended MRC
9001 - Managed Server	Managed Server includes the following <ul style="list-style-type: none"> • Unlimited ticket count • Monthly Software Inventory • Monthly Hardware Inventory • Weekly Microsoft OS Patching • Install and management of Antivirus software • 2 Backup applications, Full Image and File Level. • System Weekly Maintenance <ul style="list-style-type: none"> o Temp File Cleanup o Defragging Hard Drive o 3rd Party Patching, IE. Adobe, Chrome, JAVA, Etc. 	\$150.00	18	\$2,700.00
9001 - Managed NAS	Managed NAS <ul style="list-style-type: none"> • NAS System updates • Unlimited ticket count • management of reporting which converts all issues into tickets 	\$30.00	2	\$60.00
9001 - Managed Router/Firewall	Managed Router/Firewall <ul style="list-style-type: none"> • System updates • Unlimited ticket count • Firewall Programming • Any, adds/moves/changes 	\$25.00	1	\$25.00

9001 - Managed Switch	<ul style="list-style-type: none"> Managed Switch • System updates • Unlimited ticket count • Switch Programming • Any, adds/moves/changes 	\$15.00	23	\$345.00
9001 - Managed Access Point	<ul style="list-style-type: none"> Managed Access Point • System updates • Unlimited ticket count • AP Programming • AP reporting on request 	\$5.00	61	\$305.00
9001 - Managed Camera	<ul style="list-style-type: none"> Managed Camera • Camera programming • Camera updates • Unlimited ticket count 	\$7.00	40	\$280.00
9001 - Remote Managed Workstation	<ul style="list-style-type: none"> Remote Managed Workstation includes the following • Unlimited ticket count • Monthly Software Inventory • Monthly Hardware Inventory • Weekly Microsoft OS Patching • Install and management of Antivirus software • System Weekly Maintenance, Temp File Cleanup, Defragging Hard Drive, 3rd Party Patching, IE. Adobe, Chrome, JAVA, Etc. Any onsite work required labor rate is \$120.00 per hour 	\$50.00	160	\$8,000.00
Total MRC:				\$11,715.00

Managed Work Station Non-Recurring Cost (NRC)

Item	Product Description	Unit Price	Qty	Extended Price
Sub Total:				\$0.00
Est Tax:				
Total:				\$0.00

Managed Services Installation Cost

Service	Description	Hourly Rate	Qty	Extended Price

IT Hardware Purchase Quote Agreement

Project Number: Quote #006396 V1
 Date: 4/24/2024
 Project State: NM
 Customer Type: SLED
 Product Type: Hardware Only
 State Contract: N/A
 Term: _____

Client: City of Aztec
 Attention: Vanessa Tanner
 Contact: Randy Mifflin
 Contact Email: rmifflin@cellularoneaz.com
 Office: 928-537-0690 ext 2217
 Mobile: 928-358-7496

Hardware/Software Purchase

Item	Harward Description	Unit Cost	Qty	Extended MRC
100 - Synology Enterprise 3.5 SATA HDD HAT5300 12TB	Synology Enterprise 3.5 SATA HDD HAT5300 12TB	\$652.49	16	\$10,439.84
900S - Power Edge R660 - City of Aztec	Power Edge R660 - City of Aztec Intel Xeon Gold 6430 Processor	\$24,373.05	2	\$48,746.10
100 - Synology 8 Bay Rackstation RS1221+	Synology 8 Bay RackStation RS1221+ (Diskless) & 10Gb Ethernet Adapter 2 SFP+ Ports (E10G21-F2), Black	\$2,276.47	2	\$4,552.94
700 - Ubiquiti USW-Enterprise 48-PoE	Ubiquiti USW-Enterprise 48-PoE Switch	\$2,318.55	21	\$48,689.55
700 - Ubiquiti Switch Pro Aggregation	The Switch Pro Aggregation is a fully managed, Layer 3 switch with (28) 10G SFP+ ports and (4) 25G SFP28 ports	\$1,413.43	2	\$2,826.86
300 - 10G SFP+ Twinax Cable DAC Cable 2 Meter	10G SFP+ Twinax Cable DAC Cable 2 Meter	\$21.26	3	\$63.78
700 - Ubiquiti SPF Module SM 10G 2pk	Ubiquiti SPF Module SM 10G	\$55.10	10	\$551.00
100 - 10G-DACP SFPZ5M	Extreme 10G-DACP-SFPZ5M	\$169.42	4	\$677.68
1001 - Vmware vSphere Essentials Kit	VMWare vSphere Essentials Kit	\$689.99	2	\$1,379.98
1001 - Windows Server 2022 Standard - 16 Core	Windows Server 2022 Standard - 16 Core	\$719.99	3	\$2,159.97
			Total MRC:	\$120,087.70

IT Hardware Leased Detailed Quote Agreement

Project Number: Quote #006396 V1
 Date: 4/24/2024
 Project State: NM
 Customer Type: SLED
 Product Type: Managed Services
 State Contract: N/A
 Term: 24

Client: City of Aztec
 Attention: Vanessa Tanner
 Contact: Randy Mifflin
 Contact Email: rmifflin@cellularoneaz.com
 Office: 928-537-0690 ext 2217
 Mobile: 928-358-7496

Leased Hardware Monthly-Recurring Cost

Item	Harward Description	Unit MRC	Qty	Extended MRC
100 - Synology Enterprise 3.5 SATA HDD HAT5300 12TB	Synology Enterprise 3.5 SATA HDD HAT5300 12TB	\$27.19	16	\$435.04
900S - Power Edge R660 - City of Aztec	Power Edge R660 - City of Aztec Intel Xeon Gold 6430 Processor	\$1,015.55	2	\$2,031.10
100 - Synology 8 Bay Rackstation RS1221+	Synology 8 Bay RackStation RS1221+ (Diskless) & 10Gb Ethernet Adapter 2 SFP+ Ports (E10G21 E2) Black	\$94.86	2	\$189.72
700 - Ubiquiti USW-Enterprise 48-PoE	Ubiquiti USW-Enterprise 48-PoE Switch	\$96.61	21	\$2,028.81
700 - Ubiquiti Switch Pro Aggregation	The Switch Pro Aggregation is a fully managed, Layer 3 switch with (28) 10G SFP+ ports and (4) 25G SFP28 ports	\$58.90	2	\$117.80
Total MRC:				\$4,802.47

Hardware/Software Non-Recurring Cost (NRC)

Item	Product Description	Unit Price	Qty	Extended Price
300 - 10G SFP+ Twinax Cable DAC Cable 2 Meter	10G SFP+ Twinax Cable DAC Cable 2 Meter	\$21.26	3	\$63.78
700 - Ubiquiti SPF Module SM 10G 2pk	Ubiquiti SPF Module SM 10G	\$55.10	10	\$551.00
100 - 10G-DACP SFPZ5M	Extreme 10G-DACP-SFPZ5M	\$169.42	4	\$677.68
1001 - Vmware vSphere Essentials Kit	VMWare vSphere Essentials Kit	\$689.99	2	\$1,379.98
1001 - Windows Server 2022 Standard - 16 Core	Windows Server 2022 Standard - 16 Core	\$719.99	3	\$2,159.97
Sub Total:				\$4,832.41

