

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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MEMORANDUM

DATE: May 19, 2010
TO: MERA Board of Directors
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **B-3**: PROPOSED EMERGENCY COMMUNICATIONS
SYSTEM MAINTENANCE AGREEMENT BETWEEN
MERA AND COUNTY OF MARIN

Recommended Action: As recommended by the Executive Committee on May 12, 2010, approve the proposed five-year Emergency Communications System Maintenance Agreement between MERA and County of Marin commencing July 1, 2010, at an annual cost of \$407,430 and total contract cost of \$2,037,150 and authorize the Executive Officer to execute same.

Background: The current five-year System Maintenance Agreement with the County terminates on June 30, 2010. This agreement covers preventive maintenance of the system backbone (prime site, microwave system and mountaintop sites), corrective maintenance (site reconnaissance, installation and corrective maintenance of prime site, microwave system and mountaintop sites equipment), one-time programming (converting existing system equipment), one-time new equipment programming and extra work as requested by the Authority. Annual fixed fee for these services under this contract have been \$435,625.

Given the technical nature of this agreement and the fact that system maintenance represents almost one-third of MERA's Operating Budget, I requested assistance in reviewing the proposed new Agreement. Fire Chief Gray, City of San Rafael, and Novato Police Lieutenant Jeffries assisted me in reviewing the current and proposed contracts. On April 26, 2010, Lt. Jeffries and I met with Shelly Nelson and Richard Chuck, County DPW staff, to discuss proposed agreement tasks and costs. DPW staff developed the new agreement, keeping in mind their actual experience with the maintenance needs of the system and service cost containment or reduction where possible.

Attached is a summary of changes in the proposed agreement which was prepared by DPW staff. Those changes include reduced preventive hours for the Communications Division, reduced preventive maintenance hours for the Buildings Division and the

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increased hourly rate for those services from \$125 to \$135. As a result, annual fixed fee

maintenance costs have been reduced to \$407,430, which represents a savings of
\$28,195 per year. Actual services performed are billed against the fixed fee amount.

ATTACHMENTS: Summary of Changes – Proposed 5 Year Maintenance Agreement
Between MERA and County

Proposed Emergency Communications System Maintenance Agreement
Between the Marin Emergency Radio Authority (MERA) and the
County of Marin