



Tony Warkoczewski
Director
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To: Peggy Steeno, Director of Finance
Robert Barwick, Senior Buyer

From: Tony Warkoczewski, Director of Information Technology

Re: Contracting with Kelly Communications for telephone cabling effort

Date: December 12, 2017

This letter is to recommend awarding to Kelly Communications the work to upgrade the telephone cabling systems in six of our buildings (Senior Center, Health Dept, Library, Fire Admin, Fire Station #1, and Fire Station #2) for the sum total of \$32,393.61. An RFP was conducted for this work and Kelly Communications was the low (and only) bidder. They are also a West Allis based business.

Replacing the old "category 3" legacy phone lines with "category 6" cable provides the city with three benefits:

- **Reduces support costs:** Today, we spend approximately \$7,500 dollars annually troubleshooting/fixing the old legacy telephone cable infrastructure. There is the additional potential of a PhyBridge switch failing and costing \$5,000 each.
- **Mitigate risk of National Ave. construction:** By upgrading the buildings along National Avenue, we will be able to run their phone system over the fiber network as opposed to an old copper wire network that runs under National Avenue.
- **Future scaling/capacity:** By moving to "category 6" cable, we will increase the bandwidth to the phone system to 10 gbs, allowing us to take advantage of new communication options as we move forward.

We are asking that a budget transfer take place to cover the cost of this payment. The IT Joint Venture Fund (Account No. 261-8501-517.70-08) should have \$32,393.61 transferred into the General Government Capital Improvement Fund (Account No. 354-6051-517.31-02) to cover this expense.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Tony Warkoczewski".

Tony Warkoczewski
Director of Information Technology