Title of Bid: Wide Area Network Connectivity  
Bid #: Sole Source  
Dept.: Information Systems  
Contact Person: Matthew Seeds  
Ext.: 7472  

Description (product/service, justification and use):

Saint Charles County uses multiple vendors for connectivity to off-campus buildings. We have been using Spectrum for many years to certain buildings. Currently the county is no longer under contract and paying a premium price for connectivity. This agreement gives us contract pricing and saves money annually. This is a three year agreement for most locations, and two year agreement for some locations in which the county is building out our own fiber. Finally there are a few locations that are 12 month agreements because we are planning to utilize current county fiber build out to connect the facilities.

Currently the county pays roughly $336,000 annually for services with Spectrum.

Under this new agreement, the county will pay the following amount per year:
2020-2021: $72,408
2021-2022: $58,008
2022-2023: $38,244

Total 3-year agreement amount: $168,660.00

Award to: Spectrum  
Location:  
Price: $168,660.00  
Contract term (if applicable): 3 years  
Bid opening held on:  
Opened by:  
Account number to be charged for purchase: 0010810-44114

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
**FORMAL BID – REQUEST FOR APPROVAL**

Additional Bids Received

The following additional bids were received:

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<tr>
<th>Vendor</th>
<th>Location</th>
<th>Meets all specifications</th>
<th>Price</th>
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For each vendor that doesn’t meet specifications, please explain why:

Vendor: __________________________________________

Vendor: __________________________________________

☐ Sole source justification memos from (1) dept. and (2) vendor attached.

*Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.*

**Date**

**Approval or Concurrence of Director of Finance**

**Date**

*BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST $15,000 AND LESS THAN $50,000. See instructions at the top of pg. 1.*

**Date**