



To: Tim Sexton
Finance Director

From: Larry McGhinnis, I.T. Manager

Date: February 27, 2008

Subject: Switches/Routers Replacement

During the preparation of the FY2009 budget, I.T. recommended budgeting for the replacement of our switches and routers. This recommendation was based on the age of the equipment and some of the recent failures we had been experiencing. Funding was included in the proposed FY2009 budget to start this replacement project. Unfortunately I believe we need to step up this process and change out our network switches and routers as soon as possible.

This past Friday night we lost one of our switches that took down 80 percent of our network. This included phone service and data service at the police department, fire stations, public works and partial systems in the village hall. I.T. replaced the switch with a refurbished switch that we had and everything appeared to be operational around 11pm that night. On Saturday about 8:30a.m., our network monitoring software indicated to us that the switch had failed again. We contacted the police department and everything was still working. To make a long story short we spent all weekend monitoring the switch. On Monday we had Cisco look over our configuration and see if they could determine what was causing our error. At this time it has been determined that the refurbished switch is not functioning properly and will have to be replaced. We borrowed some temporary equipment to get this situation addressed in the short term.

I.T. began working on gathering information on replacement switches and routers after we had another switch failure around three months ago. A network design specialist from Prescient assisted with the network design and equipment requirements. The design is built to have some redundancy so the situation from this past weekend doesn't happen again. We can't prevent every type of failure but we can try and minimize the impact should there be another failure.

I.T. has received three quotes for the replacement of these switches and routers: \$177,985.20, \$184,697.84 and \$205,945.00. Funding for the replacement of the switches and routers will come from the technology reserve account, as money has been set aside for their replacement. Tim Sexton polled the Village Board by email and received a consensus to move forward with ordering the replacement equipment as soon as possible due to the critical nature of keeping the phone and computer systems operational around the clock. Therefore, I.T. is recommending that the Village Board waive bids and a contract be awarded to CDW (Computer Discount Warehouse) for an amount not to exceed \$177,985.20 for the replacement of network switches and routers.

