



Legislation Details (With Text)

**File #:** 20-442      **Version:** 1

**Type:** Procurement Award      **Status:** Agenda Ready

**File created:** 3/31/2020      **In control:** City Manager Procurement Awards

**On agenda:** 7/1/2020      **Final action:**

**Title:** Approve the award of Cooperative Procurement 20-230, HP Equipment Replacement, to Insight for an amount not to exceed \$96,697

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CHIEF PROCUREMENT OFFICER AUTHORITY PROCUREMENT AWARDS**

**ACTION REQUESTED:**

Approve the award of Cooperative Procurement 20-230, HP Equipment Replacement, to Insight for an amount not to exceed \$96,697

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jacqueline Nguyen, Director

**BACKGROUND:**

The Information Technology (IT) Department maintains the technology hardware environment for City staff across all departments, including laptops, monitors and docking stations. Each year, IT staff works with the City departments to determine computing requirements for both planned replacements and upgrades.

**DISCUSSION:**

A three-year replacement cycle is optimum for mobile devices due to the working conditions the devices are exposed. IT is working to achieve and maintain the replacement cycle. Devices requested for the replacement are past their three-year warranty with some devices more than four years old.

Due to the COVID pandemic, laptops are in short supply from suppliers and lead times are currently eight to ten weeks for most models. This procurement will allow IT to procure a small number of laptops while departments review the current 2020 replacement schedule and adjust requests from desktops to laptops, as needed. The laptops will be assigned to users based on department needs and priorities determined during replacement discussions. Once departments complete the review of replacements, IT will prepare another procurement award for City Council approval that will include a department breakdown of replacements by position.

Staff identified an approved cooperative contract, Omnia Cooperative Contract #4400006644 through Insight Public Sector, for procurement of the HP equipment replacement.

**FISCAL IMPACT:**

CIP#: N/A

Technology replacement costs are expensed to the Technology Hardware account listed below. A total of \$247,500 is budgeted for replacement laptops and tablets in 2020. The requested award is within budget.

Account Number	Fund Description	Total Budget Amount
16101100-541410	General Fund	\$533,125