



Legislation Text

File #: 21-0323, Version: 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:

Approve the award of Cooperative Procurement 20-130, Hewlett Packard Laptop Refresh, to Insight Public Sector for an amount not to exceed \$97,138

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 ruggedized laptops and tablets for field work. Each year, IT staff works with the City departments to determine their computing requirements for both planned replacements and upgrades.

DISCUSSION:

A three-year replacement cycle is optimum for mobile devices due to the working conditions that the devices are exposed to. IT is working to achieve and maintain this replacement cycle.

Due to the demands for mobile devices during the COVID pandemic, laptops are in short supply from the suppliers and lead times are currently twelve to sixteen weeks for most models. This procurement will allow IT to procure a small number of laptops on order while the departments review the current FY21 replacement schedule and adjust their requests from desktops to laptops as needed. The laptops will be assigned to users based on departmental needs and priorities determined as a result of the replacement discussions. Once the departments have completed the replacement review, IT will prepare another award for City Council approval that will include the departmental breakdown of replacements by position.

Staff has identified an approved cooperative contract, Omnia Partners Cooperative Contract #4400006644 through Insight Public Sector, for the procurement of the Hewlett Packard Laptop Refresh. Due to the COVID-19 pandemic, production and delivery times will vary.

FISCAL IMPACT:

CIP#: N/A

Replacement laptops is budgeted in the Technology Hardware accounts listed below. The 2021 phase has a combined budget of \$215,000 across funds. The requested award for the laptop refresh is within budget.

Account Number	Fund Description	Total Budget Amount
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16101100-541410	General Fund	\$708,800
16101300-541410	Electric Utility Fund	\$37,900
16101500-541410	Water/Wastewater Fund	\$25,250
16103200-541410	Naper Settlement Fund	\$8,500