



Legislation Text

File #: 20-732, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Cooperative Procurement 20-253, Computing Equipment Refresh, to Insight Public Sector for an amount not to exceed \$139,168.00

DEPARTMENT: Information Technology

SUBMITTED BY: Jacqueline Nguyen, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Information Technology Department (IT) maintains the City network hardware environment for City staff across all departments including the enterprise funds and Naper Settlement. This environment includes desktops, workstations, laptops and monitors. IT staff works with each City department to address their computing requirements, including replacing current technology hardware and purchasing the latest technology hardware to meet business needs. A device is typically replaced every three (3) years for optimal performance

IT standardized on Hewlett Packard for City staff desktop and laptop computing needs in 2009. Hewlett Packard has consistently delivered a reliable, high performance computing platform for the City. Hewlett Packard also provides a three-year warranty on its systems and the pricing includes shipping and handling.

DISCUSSION:

When the Governor issued the stay-at-home order in March, the demand for mobile devices became a priority for all departments. IT worked with the departments to prioritize their mobile computing needs. In order to meet department mobility needs, IT reassigned devices that were being staged for replacement from 2019 purchases, pushed out recently delivered devices more quickly and accelerated the 2020 refresh schedule by initially purchasing fourteen laptops in March.

Replacement Technology Hardware

For this year's hardware replacement cycle, all departments reviewed their 2020 replacement schedule and made necessary adjustments (e.g. changing from a desktop to a laptop) to enable their staff to telework as necessary. The laptops will be assigned to users based on department needs and priorities.

A total of 159 existing HP devices and two (2) monitors were identified for replacement in 2020. The table below shows a breakdown of the HP device replacements by department:

Department	EliteBook 840	EliteBook 1030	EliteDesk 800	Upgrade from desktop to laptop
CITY CLERK	4	0	1	4
CITY MANAGERS OFFICE	3	0	0	1
COMMUNICATIONS	1	0	2	4
DPU-E	21	11	5	18
DPU-W	8	4	8	10
DPW	4	1	6	0
FINANCE	6	0	0	6
FIRE	6	0	15	0
IT	6	4	0	1
LEGAL	5	4	0	3
POLICE	23	0	0	17
TED	8	1	2	9
Totals	95	25	39	73

When the state issued the stay-at-home order and the need for staff to use mobile devices was recognized, IT placed an order for 14 laptops in March which were delivered in late June. Furthermore, due to the COVID pandemic, mobile devices have been in short supply from the suppliers. Lead times have increased up to eight to ten weeks for most models. In order to address the lead time issues, IT initiated part of its 2020 replacement hardware in June. This purchase was approved by the City Manager on June 17, 2020 for \$96,697 and includes 55 laptops. It is anticipated that these devices will be delivered by August and deployed to users in September.

The remaining replacement (90 devices and 2 monitors) is addressed in this procurement.

Device	Quantity	Cost	Procurement Timeframe	Note
Laptops	14	\$23,228	March	Stay-At-Home Order
Laptops	55	\$96,697	June	"Get in line" due to long lead time
Desktops	39	\$41,880	July if approved	
Laptops	51	\$87,023	July if approved	
Monitors	2	\$400	July if approved	
Replacement Total		\$129,303		

New Technology Hardware

The IT staff also worked with each City department to address their computing requirements for new processes and job requirements.

Requesting Department	Device	Quantity	Cost	Need
Finance	Laptop	4	\$6574	City Dispatch Call Center Move

DPU - Water	Laptop & Monitor	1 each	\$1843.50	
Fire	Desktop & Monitor	1 each	\$1247	Fire Station 3 EMS
Human Resources	Monitor	1	\$200	Administrative
Grand Total			\$9,864.50	

All applicable purchases, replacement (\$129,303) and new (\$9,864.50) will be evaluated for reimbursement eligibility under the CARES Act.

Staff has identified an approved cooperative contract, Omnia Partners cooperative contract #4400006644 through Insight Public Sector to procure the HP hardware.

FISCAL IMPACT:

CIP#: N/A

Replacement technology hardware is budgeted and expensed to the technology hardware account number listed below. The replacements will be charged back to the departments as a part of the IT Charge back direct cost.

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

For the purchases of new equipment not covered under the IT Replacement schedule, a total of \$11,219 has been budgeted across the requesting departments' accounts, listed in the below table for the purchase of desktops, workstations, laptops, monitors, and other hardware in 2020. Staff will monitor budgets for underspend for those departments for which the requests falls outside their budgetary requirements or exceeds the limit set.

Account Number	Fund Description	Total Budget Amount
14101100-541410	General Fund	\$0
15101100-541410	General Fund	\$6119
22101100-541410	General Fund	\$10,750
41101500-541410	Water Utility Fund	\$73,500

The requested award of \$139,168 is within budget.