



Legislation Text

File #: 21-0708, Version: 1

**CITY COUNCIL AUTHORITY PROCUREMENT AWARDS**

**ACTION REQUESTED:**

Approve the award of Cooperative Procurement 21-224, Hewlett Packard Laptop Refresh, to Insight Public Sector for an amount not to exceed \$235,936.00

**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 as well as laptops for staff to use offsite. Each year, IT partners with the City departments to determine upcoming computing requirements for both planned replacements and upgrades.

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:**

Due to the demands for mobile devices worldwide, and the chip and general supply chain shortages, laptops are in limited supply and lead times are currently 12 to 16 weeks for most models.

Replacement Technology Hardware

For the 2021 fiscal year hardware replacement cycle, departments reviewed their replacement schedule and made necessary adjustments (e.g. changing from a desktop to a laptop) to enable their staff to be mobile and telecommute as needed. A total of 215 existing HP devices were identified for replacement. An initial order was placed in the first quarter of this fiscal year to offset the long delivery lead times. Due to supply chain shortages, we have yet to receive the equipment. That order included 31 EliteBook 840 models and 21 EliteBook 1030 models. This procurement will complete the remaining replacements.

The table below shows a breakdown of the 2021 HP device replacements by department:

| Department            | Elitebook 840 | Elitebook 1030 | Elitedesk |
|-----------------------|---------------|----------------|-----------|
| Mayor & Council       | 3             | 0              | 0         |
| City Manager's Office | 2             | 0              | 0         |
| Electric Utility      | 4             | 8              | 6         |

|                        |    |   |    |
|------------------------|----|---|----|
| Water Utility          | 3  | 6 | 5  |
| Public Works           | 9  | 1 | 9  |
| Finance                | 13 | 0 | 0  |
| Fire                   | 10 | 0 | 15 |
| Human Resources        | 6  | 1 | 0  |
| Legal                  | 2  | 1 | 1  |
| Police                 | 35 | 0 | 34 |
| Naper Settlement       | 5  | 0 | 0  |
| T.E.D.                 | 15 | 6 | 0  |
| Information Technology | 13 | 2 | 0  |

**New Technology Hardware**

This procurement includes two additional EliteBook 1030 laptops; one for the new Sustainability Coordinator in the Community Services Department and one for the Technology Solutions Specialist in the TED Business Group.

Staff has identified an approved cooperative contract, Omnia Partners contract #4400006644 through Insight Public Sector for the procurement of the Hewlett Packard laptops. Due to the pandemic, production and delivery times will vary, therefore orders are being placed multiple times throughout the fiscal year. Doing so will ensure the City has items reserved as they become available to the market where pending orders should receive priority.

**FISCAL IMPACT:**

CIP#: N/A

Replacement computer hardware is budgeted in the Technology Hardware accounts listed below for a combined total of \$321,400, for which \$97,138 has been expensed. The requested award of \$235,936 exceeds the budget by \$11,674, however the addition of new positions requiring upgraded items is facilitated by underspend in the various department budgets for which the items will be expensed.

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