



## Legislation Text

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File #: 20-615, Version: 1

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### **CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

#### **ACTION REQUESTED:**

Approve the award of Cooperative Procurement 20-218, Panasonic Toughbook Laptop Replacements, to CDS Office Technologies for an amount not to exceed \$98,463

**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 field devices due to the working conditions that the devices are exposed to. IT is working to achieve and maintain this replacement cycle. The devices requested for this replacement are past their three-year warranty with some of the devices being over four years old.

Due to the COVID pandemic, laptops were in short supply from the 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 on order while the departments review the current FY20 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, State of Illinois Cooperative Contract 17-448DOIT-INFOT-P-310 formerly CMS5848520 through CDS Office Technologies for the procurement of the Panasonic Toughbook laptop replacements and required docking stations. Due to the COVID-19 pandemic, production and delivery times will vary.

#### **FISCAL IMPACT:**

CIP#: N/A

The cost of ruggedized laptops/ tablets is expensed to the Technology Hardware account listed below. A total of \$247,500 has been budgeted in 2020. The requested award of \$98,463 is within budget

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