



Legislation Text

File #: 23-0266, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Consolidated Cooperative Procurement 23-061, New and Replacement PCs, to CDS Office Technologies and Insight Public Sector, for an amount not to exceed \$1,028,350

DEPARTMENT: Information Technology

SUBMITTED BY: Jacqueline Nguyen, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Information Technology (IT) Department maintains the technology hardware environment, including various types of Personal Computers (PCs) and peripherals such as docking stations, monitors, keyboards, etc for the City staff. These PCs are comprised of desktop PCs, laptop PCs, and ruggedized PCs for special applications in squad cars and utility vehicles.

The IT Department has established a three-year replacement cycle for PCs and associated peripherals. This cycle has proven to be effective at balancing cost and performance. A shorter cycle would increase annual costs. A longer cycle would result in not only many PCs becoming too outdated for newer software but also performance becoming adversely affected by normal wear and tear. Each year IT staff partners with departments to develop a PC replacement program that addresses planned replacements and related needs.

IT Department staff performs PC replacement regularly throughout the year to evenly balance it with other ongoing work such as customer support, maintenance, and annual projects.

To maintain the workload balance, it is optimal to receive PC shipments in several batches. To do this, staff will place multiple orders at different times throughout the year. This consolidated procurement award allows the City to successfully utilize this workload cadence.

Along with the replacement of existing PCs, the departments budget annually for new PCs and peripherals for new employees, new vehicles, and in some cases, new solutions or applications for municipal operations.

Staff has identified several vendors and cooperative contracts that offer PCs and peripherals at competitive pricing. Vendors include CDS Office Technologies, and Insight Public Sector. Cooperative contracts include Omnia Cooperative Contract 4400006644, and Sourcwell Cooperative Contract 090122-PNA. Occasionally vendors offer prices even lower than the approved cooperative contracts.

DISCUSSION:

For 2023, the PC replacement program budget totals \$1,049,450 and the new PCs and peripherals total \$235,350 for a budget value of \$1,284,800

The following tabulation contains the planned replacement PC items at current cooperative contract pricing. Staff is seeking approval for this award based on this tabulation with the understanding that some changes and variation could occur over the course of the year, but that these changes are anticipated to be immaterial to the overall award level.

Replacement Item Description	Quantity	Cost per item	Total Cost
Desktop PCs, HP Z2 Series	155	\$1124	\$174,220
Laptop PCs, HP Elite 800s	88	\$1850	\$162,800
Monitors, HP, E Series	45	\$250	\$11,250
Docking stations, HP, USB G5	45	\$180	\$8,100
Ruggedized PCs, Panasonic, CF-33	60	\$5330	\$319,800
Ruggedized PCs, Panasonic, ZF-55	60	\$3480	\$208,800
Ruggedized PCs, Panasonic, ZF-55 docks	40	\$365	\$14,600
Grand Total			\$899,570

For new PC items, the following tabulation contains our currently planned items at current cooperative contract pricing. Staff is seeking approval for this award based on this tabulation with the understanding that some changes and variations could occur over the course of the year, but that these changes are anticipated to be immaterial to the overall award level.

New Item Description	Quantity	Cost per item	Total
Laptop PCs, HP Elite 800s	7	\$1850	\$12,950
Monitors, HP, E Series	13	\$250	\$3,250
Docking stations, HP, USB G5	7	\$180	\$1,260
Ruggedized PCs, Panasonic, CF-33	18	\$5330	\$95,940
Ruggedized PCs, Panasonic, ZF-55	4	\$3480	\$13,920
Ruggedized PCs, Panasonic, ZF-55 docks	4	\$365	\$1,460
Grand Total			\$128,780

FISCAL IMPACT:

CIP#: N/A

Technology items are expensed to the account numbers listed below. The requested award of \$1,028,350 is within the budgeted amount of \$1,284,800.

Account Number	Fund Description	Total Budget Amount
*1100-541410	General Fund	\$954,000
*1300-541410	Electric Utility Fund	\$148,450
*1500-541410	Water Utility Fund	\$132,850
*3200-541410	Naper Settlement Fund	\$50,054