

EXECUTIVE SUMMARY



TO: Jim Scholl, City Manager
FROM: Patti Mclauchlin, IT Director
DATE: 10/16/2014
SUBJECT: Purchase of Desktop and Laptop Computers

ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of the following desktops and laptop computers.

Desktop Computers (Replaces computers purchased in 2008, 2009, and 2010)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
J6D78UT#ABA	HP EliteDesk 800 G1 i7 3.6Ghz	\$924.38	33	\$30,504.54
KTH-X3C/8G	Kingston 8GB PC3 DDR3 SDRAMM	\$ 71.50	33	\$ 2,359.50

Laptop Computers (Replaces computers purchased in 2008, 2009, and 2010)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
F2R81UT#ABA	HP ProBook 650 G1 i5 2.5Ghz	\$915.34	14	\$12,814.76
CT51264BF160B	4GB PC3 DDR3L SDRAM	\$ 37.16	14	\$ 520.24
A7E32UT#ABA	HP 90W Docking Station	\$ 130.00	14	\$ 1,820.00
UC238E	3-Year CarePack 9x5 NBD Notebooks	\$ 78.75	14	\$ 1,102.50

TOTAL **\$49,121.54**

BACKGROUND:

The City of Key West has initiated a Technology Replacement Plan to ensure all technology at the various city locations is kept up-to-date.

The goals of the technology replacement plan are to:

- Assure that each staff member who uses computing resources in his or her position has a computer of sufficient capability to fulfill his/her responsibilities.
- Implement minimum standards for computing equipment and promote uniformity of technology levels within departments.

- Ease resource and financial planning by reducing the effort involved in departmental budgeting and planning for new computers
- Provide for the cost effective and timely purchasing and installation of new equipment while decreasing the deployment time for new equipment.

The process calls for replacements of PCs every five years. To accomplish this goal, the City has created an inventory of the computers that are to be replaced each year. The Information Technology Department has budgeted for the stated replacement computers in the FY 2014-15 budget.

The Information Technology Department has established a standard requirement for purchasing laptops and desktops.

After establishing the minimum standards and specifications for the indicated laptop and desktop computer systems, the Information Technology Department secured pricing from other computer sources for similar baseline technology and confirmed the HP prices extended pursuant to Miscellaneous IT Equipment (WSCA) 250-WSCA-10-ACS (Alternate Contract Source) were as competitive as or more competitive than those prices obtained from other sources.

The aforementioned equipment is being purchased pursuant to City of Key West Code Section 2-797 (4) (b.). Formal competitive bidding procedures for acquisitions which exceed \$20,000 were substituted with three (3) written competitive quotes from GovConnection, Inc., HP, and Direct Technologies. GovConnection prices were lower than the HP vendor, which is state contract. At this time the Purchasing Ordinance is not clear on how to handle vendors that are not on state contract, but have the lowest quote. I am requesting that the city purchase the computers from GovConnection.

FINANCIAL IMPACT:

The FY 2014-15 City of Key West budget included an appropriation of \$50,400.00

RECOMMENDATION:

Approve the purchase of the following HP desktop and laptop computers from GovConnection at a total cost of \$49,121.54