

# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**FROM:** Patti McLauchlin, IT Director

**DATE:** October 29, 2018

**SUBJECT:** Purchase of HP Desktop Computers- City & Key West Police

## ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of the following desktops computers for various City and Police Departmental users.

The Key West Police Department will purchase 15 computers from account# 001.1201.521.52.00

The City of Information Technology Department will purchase 25 computers from

Account # 001.1303.513.52.00

Desktop Computers Replaces computers purchased in 2013

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
4DP54UT#ABA	HP EliteDesk 800 G4 i5 -8500 3.6Ghz	\$760.00	25	\$19,000 City
4DP54UT#ABA	HP EliteDesk 800 G4 i5 -8500 3.6Ghz	\$760.00	15	\$11,400 Police

## **TOTAL**

**\$30,400.00**

The aforementioned HP desktops are being purchased pursuant to State of Florida Contract - Miscellaneous IT Equipment (43211500-WSCA-15-ACS) (Alternate Contract Source) and per City Ordinance Sec 2-797(3) - *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions*. The City of Key West Information Technology Department also requested and received 3 quotes for the 40 desktops. MRA International had the lowest quote.

## 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 2018-19 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 (43211500-WSCA-15-ACS) (Alternate Contract Source) were as competitive as or more competitive than those prices obtained from other sources.

**FINANCIAL IMPACT:**

The FY 2018-19 City of Key West budget included an appropriation of \$30,400.00 for the requested hardware products.

The computer quotes came in under budget.

**RECOMMENDATION:**

Approve the purchase of the following HP desktops at a total cost of \$30,400.00

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