

EXECUTIVE SUMMARY



TO: Greg Veliz, City Manager

FROM: David Monroe, IT Director

DATE: 11/19/2019

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 (as well as accessory equipment) from MRA International at a total cost of \$96,874. The subject equipment purchase is made pursuant to City of Key West Code Section 2-797 (3) and (4) (b.). Formal competitive bidding procedures for acquisitions which exceed \$50,000 were substituted with three (3) written competitive quotes from GovConnection, Inc., MRA, and SHI. MRA prices were lowest and also utilize the State WSCA contract.

Desktop Computers (Replaces computers purchased in 2014 and 2015)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
7PR65UT#ABA	HP Business Desktop Prodesk 600	\$677.00	89	\$60,253.00

Laptop Computers (Replaces computers purchased in 2014 and 2015)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
2MN14AV	HP Elitebook 755 G5	\$918.00	37	\$33,966.00
1MK33UT#ABA	HP 90W Docking Station	\$177.00	15	\$ 2,655.00

TOTAL **\$96,874.00**

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 2019-20 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 MRA prices extended pursuant to Miscellaneous IT Equipment (WSCA) FL-NASPO ValuePoint 4321150-WSCA-ACS (Alternate Contract Source) were as competitive as or more competitive than those prices obtained from other sources. Special circumstances exist because the configuration requested for desktops and laptops require custom builds and can not be premanufactured units.

FINANCIAL IMPACT:

The FY 2019-20 City of Key West budget included an appropriation in the IT Department's operating supplies and machinery/equipment budget line items (001-1303-513.52 & .64) of \$108,600.00. This is the cumulative total for the Desktop replacement and Laptop replacement budget line items to cover the FY 2020 computer needs for the all City departments.

RECOMMENDATION:

Approve the purchase of the following HP desktop and laptop computers from MRA at a total cost of \$96,874.00.