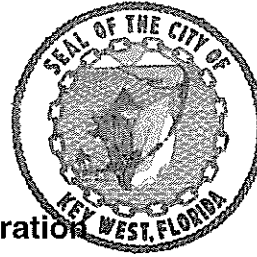


# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**FROM:** Mark Z. Finigan, Assistant City Manager, Administration

**DATE:** 12/16/2010

**SUBJECT:** Purchase of Dell Hardware (Desktop and Laptop Computers)

## ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of the following laptop and desktop computers for the indicated departmental users.

Fire	8
Police	10
Parking	3
Planning	3
Spares	5
Total	29

Desktop Computers (Replaces computers purchased in 2004-05)

Fire	4
EOC	8
Code	4
Building	4
Spares	4
Total	24

Laptop Computers to be Replaced

• Dell Optiplex 780 Desktop w/Accessories	Quantity 29	\$ 930.15/Unit	\$26,974.35
• Dell Latitude E5410 Laptop w/Accessories	Quantity 12	\$1,135.21/Unit	\$13,622.52
• Dell Latitude E6410 Laptop w/Accessories	Quantity 3	\$1,483.27/Unit	\$ 4,449.81
• Dell Latitude E6510 Laptop w/Accessories	Quantity 1	\$1,705.89/Unit	\$ 1,705.89
• Dell Latitude E6510 Laptop w/Accessories	Quantity 8	\$ 977.33/Unit	\$ 7,818.64
Total			\$54,571.21

The aforementioned Dell hardware products are being purchased pursuant to Florida State Contract 250-040-08-01 and per City Ordinance Sec 2-797(3) - *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions.*

## 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 2010-11 budget.

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

It should be noted standard configurations were ordered directly from Florida State Contract 250-040-08-01 pricing along with State Contract pricing for almost all customization requirements. In the few cases where customization/upgrade options were not available, IT verified that prices for such options were fair and reasonable and consistent with comparable upgrades in the industry.

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 Dell prices extended pursuant to Florida State Contract 250-040-08-01 were as competitive or more competitive than those prices obtained from other sources.

#### **FINANCIAL IMPACT:**

The FY 2010-11 City of Key West budget included an appropriation for the requested hardware products.

#### **RECOMMENDATION:**

Approve the purchase of the following Dell laptop and desktop computers from Dell Marketing L.P. at a total costs of \$54,571.21.

• Dell Optiplex 780 Desktop w/Accessories	Quantity 29	\$ 930.15/Unit	\$26,974.35
• Dell Latitude E5410 Laptop w/Accessories	Quantity 12	\$1,135.21/Unit	\$13,622.52
• Dell Latitude E6410 Laptop w/Accessories	Quantity 3	\$1,483.27/Unit	\$ 4,449.81
• Dell Latitude E6510 Laptop w/Accessories	Quantity 1	\$1,705.89/Unit	\$ 1,705.89
• Dell Latitude E6510 Laptop w/Accessories	Quantity 8	\$ 977.33/Unit	<u>\$ 7,818.64</u>
Total			\$54,571.21