



MEMORANDUM

Date: November 14, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: David Monroe
Information Technology Director

Subject: **Purchase of Desktop and Laptop Computers**

Introduction

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 \$53,230.00. The subject equipment purchase is made pursuant to City of Key West Code Section 2-797 (3) and (4) (b.). The purchasing platform used will be the FL – State of Florida (NVP PC5)[4321000-23-NASPO-ACS] contract.

Background

The City of Key West has 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 capable of fulfilling his or her responsibilities.
- Implement minimum standards for computing equipment and promote uniformity of department technology levels.
- 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 purchase 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 to be replaced yearly. The Information Technology Department has budgeted for the stated replacement computers in the FY 2024-25 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 FL – State of Florida (NVP PC5)[4321000-23-NASPO-ACS] contract were as competitive as or more competitive than those prices obtained from other sources.

Procurement

The FY 2024-25 City of Key West budget included an appropriation in the IT Department's operating supplies and machinery/equipment budget line items (001-1303.513-6400) for \$53,557.00. This is the cumulative total for the Desktop replacement and Laptop replacement budget line items to cover the FY 2024-25 computer needs for all City departments.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the City Manager to execute documents and authorize the purchase of HP desktop and laptop computers from MRA at a total cost of \$53,230.00.