

EXECUTIVE SUMMARY



TO: Patti McLauchlin, City Manager

FROM: David Monroe, IT Director

DATE: 11/14/2022

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 \$91,640.08. 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 Florida Department of Management Services 43211500-WSCA-15-ACS contract.

Desktop Computers (Replaces computers purchased in 2016 and 2017)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
68S66UT#ABA	HP Elite Mini 800 G9 Desktop	\$1,080.00	40	\$43,200.00

Laptop Computers (Replaces computers purchased in 2016 and 2017)

<u>Manuf. Part #</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
1G1X7AV	HP EliteBook 850 G8	\$1,695.48	26	\$44,082.48
68S66UT#ABA	HP USB-C Dock G5 Essential Dock	\$167.60	26	\$ 4,357.60

TOTAL **\$91,640.08**

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 2022-23 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 43211500-WSCA-15-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 cannot be premanufactured units.

FINANCIAL IMPACT:

The FY 2022-23 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 \$101,300.00. This is the cumulative total for the Desktop replacement and Laptop replacement budget line items to cover the FY 2022-23 computer needs for all City departments.

RECOMMENDATION:

Approve the purchase of the following HP desktop and laptop computers from MRA at a total cost of \$91,640.08.