

# EXECUTIVE SUMMARY



**TO:** Bob Vitas, City Manager

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

**DATE:** 10/1/2012

**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 desktops and laptop computers for the indicated departmental users.

Building- replace Wyse	2
Building	1
Cemetery	2
City Manager (staff)	2
Community Services	1
Com Services – Wyse	1
DOT (Transit Budget)	5
Finance	3
Finance replace Wyse	1
Fire	1
Fleet	1
EOC Workstation	1
Human Resources	2
Risk Management	2
Legal	2
Mayor – (staff)	1
Commission	1
Revenue - Wyse	4
Police	13
Police Wyse	1
Spare	10
Total	57

Desktop Computers (Replaces computers purchased in 2007)

Building	2
DOT (Transit Budget)	1
Engineering	2
Planning	2
Fleet	1
KWPD	1
KW Bight (Bight Budget)	2
Spares	4
Total	15

Laptop Computers to be Replaced

• Dell OptiPlex 7010 Desktop w/Accessories	Quantity 57	\$962.42/Unit	\$ 54,857.94
• Dell Latitude E6430 Laptop w/Accessories	Quantity 15	\$1329.00/Unit	\$ <u>19,935.00</u>
Total			\$ 74,792.94

The aforementioned Dell hardware products are being purchased pursuant to State of Florida Contract - Miscellaneous IT Equipment (WSCA) 250-WSCA-10-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.*

**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 2012-13 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 Dell prices extended pursuant to Miscellaneous IT Equipment (WSCA) 250-WSCA-10-ACS (Alternate Contract Source) were as competitive as or more competitive than those prices obtained from other sources.

**FINANCIAL IMPACT:**

The FY 2012-13 City of Key West budget included an appropriation of \$75,000.00 for the requested hardware products.

The computer quotes came in under budget. As a result, this allowed the city the ability to order additional computers to cover department request for needs outside of approved budget and to replace unforeseen equipment failures during the fiscal year.

**RECOMMENDATION:**

Approve the purchase of the following Dell laptop and desktop computers from Dell Marketing L.P. at a total cost of \$74,792.94

• Dell OptiPlex 7010 Desktop w/Accessories	Quantity 57	\$962.42/Unit	\$ 54,857.94
• Dell Latitude E6430 Laptop w/Accessories	Quantity 15	\$1329.00/Unit	\$ <u>19,935.00</u>
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