




## MEMORANDUM

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Date: November 9, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress   
City Manager

From: David Monroe  
Information Technology Director

Subject: **FY24 Desktop & Laptop Replacement**

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### **Introduction**

Replace 32 desktop and 24 laptop computers purchased in 2018.

### **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:

- Ensure 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 resources 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 2023-24 budget.

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

### **Procurement**

The FY 2023-24 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 \$66,466.00 This is the cumulative total for the Desktop replacement and Laptop replacement budget line items to cover the FY 2023-24 computer needs for all City departments. The subject equipment purchase is made pursuant to City of Key West Code Section 2-797 (3) and (4) (b.) The purchasing mechanism will be FL-NASPO ValuePoint (43211500-WSCA-15-ACS).

### **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 32 desktop and 24 laptop computers purchased in 2018