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Title: CONSIDER APPROVAL OF PURCHASE ORDER WITH GOVCONNECTION INC. FOR PURCHASE OF COMBINED ORDER OF WORKSTATIONS FOR INFORMATION TECHNOLOGY EQUIPMENT AND ADOPT RESOLUTION NO. 22-074, "A RESOLUTION OF THE CARSON CITY COUNCIL APPROVING BUDGET TRANSFERS IN THE FISCAL YEAR 2021-22 BUDGET IN THE CITY MANAGER OFFICE DEPARTMENT." (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution No. 22-074.pdf, 2. IFB 22-29 Register.pdf, 3. GOVConnection Quote.pdf

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, June 21, 2022

Consent

SUBJECT:

CONSIDER APPROVAL OF PURCHASE ORDER WITH GOVCONNECTION INC. FOR PURCHASE OF COMBINED ORDER OF WORKSTATIONS FOR INFORMATION TECHNOLOGY EQUIPMENT AND ADOPT RESOLUTION NO. 22-074, "A RESOLUTION OF THE CARSON CITY COUNCIL APPROVING BUDGET TRANSFERS IN THE FISCAL YEAR 2021-22 BUDGET IN THE CITY MANAGER OFFICE DEPARTMENT." (CITY COUNCIL)

I. SUMMARY

On April 21, 2022, the Purchasing Division released an Invitation for Bids (IFB 22-29) requesting bids be submitted by May 5, 2022 to cover the citywide Information Technology (IT) equipment needs for fiscal year 2022/23. The solicited equipment included two Mac products and numerous non-Mac products, including products from Dell and Microsoft (collectively, Non-Mac Products). The City received three bids but two of the bids were not responsive to IFB 22-29 and the lone responsive bid was for an amount of \$144,141. During this process, staff determined the Mac Products were not needed and after comparing some of the comparatively higher unit prices of the \$144,141 bid with some of the prices from the other two bids, elected to reject the three bids and rebid the project

without the Mac Products, but this time for a much shorter period. On May 26, 2022, the Purchasing Division released another Invitation for Bids for a period of 12 days and consistent with the City's Purchasing Ordinance. Staff is now seeking City Council approval for purchase from GovConnection Inc. of the Non-Mac Products described in the attached bid for a price of \$142,345.91.

The overall goal of this project is to ensure that City staff have the appropriate computing environment and hardware needed for current and future next generation applications at the best purchase price by consolidating all departmental orders into a single order. Since the cost of this initiative exceeds the amount that the City Manager may approve, the City Council is being asked to approve the award of the combined purchase.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD and APPROVE a purchase order agreement to GovConnection Inc. for Information Technology equipment, in an amount not to exceed \$142,345.91; and
2. WAIVE further reading and ADOPT Resolution No. 22-074, "A RESOLUTION OF THE CARSON CITY COUNCIL APPROVING BUDGET TRANSFERS IN THE FISCAL YEAR 2021-22 BUDGET IN THE CITY MANAGER OFFICE DEPARTMENT." (Exhibit No. 1)

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

Most of the City computing environment has been modernized (upgraded) in the past few years. A portion of antiquated workstations remain that continue to struggle with modern business applications required for current and future critical business processes running previous generation processors. Industry best practice on the lifetime of desktop and laptop computers is usually no more than 4-5 years. This initiative is to ensure City staff have the appropriate computing environment and hardware needed for current and future next generation applications.

By consolidating all City departmental workstation needs into a single order, the City can obtain the best competitive pricing as opposed to each department engaging in individual efforts to purchase needed items over the next year. Therefore, on April 21, 2022, IT worked with the Purchasing Division to draft up and release IFB 22-29 which consolidates next year's departmental workstation needs to get the best competitive pricing. IFB 22-29 requested bids be submitted by May 5, 2022 to cover the citywide Information Technology (IT) equipment needs for fiscal year 2022/23. The solicited equipment included two Mac

products (Mac Products) and numerous non-Mac products, including products from Dell and Microsoft (collectively, Non-Mac Products). The City received three bids but two of the bids were not responsive to IFB 22-29 and the lone responsive bid was for an amount of \$144,141. During this process, staff determined the Mac Products were not needed and after comparing some of the comparatively higher unit prices of the \$144,141 bid with some of the prices from the other two bids, elected to reject the three bids and rebid the project without the Mac Products, but this time for a much shorter period. On May 26, 2022, the Purchasing Division released another Invitation for Bids for a period of 12 days and consistent with the City's Purchasing Ordinance. Staff is now seeking City Council approval for purchase from GovConnection Inc. of the Non-Mac Products described in the attached bid for a price of \$142,345.91 which was the lowest responsible and responsive bid in accordance with Section 2610 of the Carson Municipal Code.

Staff researched all the proposals in the IFB and compared the proposals based on the following criteria:

- Product specifications
- Delivery, pick up and turn-around time
- Warranty and support
- Price

The hardware results and quantities are as follows:

- Dell Optiplex 7490 All-in-one 23.8" Computer | QUANTITY: 62
- Dell Optiplex 7490 All-in-one 23.8" Computer | QUANTITY: 2
- Dell Precision 5560 15.6" Laptop | QUANTITY: 5
- Microsoft Surface Pro 7+ | QUANTITY: 5
- Surface accessories and requirements:
 - MS Surface Pro Keyboard | QUANTITY: 6
 - MS Wired Desktop 600 (Keyboard & Mouse) | QUANTITY: 6
 - Kensington SD700 Docking Station | QUANTITY: 6
 - Wireless Mobile Mouse 1850 | QUANTITY: 6
- ASUS VA24DQSB 24" Monitor | QUANTITY: 62
- Mount It! Dual monitor desk mount | QUANTITY: 53

The bid submitted by GovConnection Inc. was found to be the lowest responsible and responsive bid by City’s internal IFB Committee, and their pricing, delivery, and warranties were the most aligned with our requirements and future goals.

Staff’s plan is to utilize any unspent budget funds in the current FY 2021/22 Operations budgets from the respective departments to place one master order with a single vendor.

This initiative has been a multi-department collaboration effort with internal team representatives from the City’s various departments including the City Manager, City Clerk, City Treasury, Finance, Human Resources, Information Technology, Planning, Public Works and Parks & Recreation.

Finally, it should also be noted that Section 2605(b)(ii) of the CMC requires City to enter into a contract for purchases of any personal property, including materials, supplies and equipment, of \$25,000 or more over a fiscal year, unless the City Manager (as Purchasing Manager) waives this requirement. The City Manager has waived such contract requirement.

V. FISCAL IMPACT

Funds have been allocated in the proposed budget for FY 2021/22 in the amount of \$142,345.91. \$130,760.00 is being funded collectively from the below accounts while the remaining \$11,585.91 will be from the General Fund.

Account	Division/Object Description	Increase/(Decrease)
101-70-780-290-5002-	Planning/FT Salaries	(15,150)
101-50-501-100-5004-	City Manager Admin/PT Sal.	(51,810)
101-65-650-100-5002-	HR Admin/FT Salaries	(1,710)
101-80-801-100-6020-	PW Admin/CPU Expenses	(34,450)
101-90-980-227-5002-	Human Services/FT Salaries	(20,980)
101-40-100-100-6056-	Elected-Appointed/Training	(4,260)
101-30-100-100-6020-	Elected-Appointed/CPU Exp.	(380)
101-60-620-101-5004-	Accounting/PT Salaries	(2,020)
101-50-520-101-6020-	Information Technology/CPU Expenses	130,760

VI. EXHIBITS

1. Resolution No. 22-074
2. IFB 22-29 Register
3. GOVConnection Quote

Prepared by: Kevin Kennedy, Information Technology Manager