

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: 09/22/2015		DATE SUBMITTED: 08/24/2015	
DEPARTMENT OF ORIGIN: Information Technology		SUBMITTED BY: Bernie Acre	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input checked="" type="checkbox"/> STATUTORY		<input checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<p>AGENDA ITEM DESCRIPTION: Consider approval of annual blanket purchase orders (BPOs) for desktop/notebook computers and related peripheral purchases. The BPO's requested are with the following vendors followed by the amount requested; Southern Computer Warehouse (SCW)-\$200,000, Dell (Dell), Inc.-\$200,000, and Austin Ribbon & Computer Supplies (ARC), Inc.-\$200,000. Each of these vendors have competitively bid statewide contracts through the State of Texas, Department of Information Resources (DIR). Annual budget expenditure for desktop/notebook computers and related peripherals this Fiscal Year FY16 are projected not to exceed the total budgeted amount of \$375,582.</p>			
<p>SUMMARY STATEMENT: With few exceptions, the Information Technology department typically makes recommendations for desktop/notebook computers and related peripheral replacements based on a cyclical life cycle.</p> <p>The City's BPOs with SCW, Dell, and ARC will be used for the bulk purchases of desktop/notebook computers and related peripherals at statewide discounted rates using Texas DIR contracts. With a BPO for each of these vendors, staff will be able to seek the most competitive pricing for the City of Bryan. Additionally, by having three BPOs, Information Technology has flexibility in purchasing desktop/notebook computers and related peripheral assets by not being limited to a single vendor, value added reseller, or manufacturer. Prevailing pricing, warranty, service, and quality will determine what brand (Dell, HP &/or Panasonic) will be used for FY16 and the foreseeable future.</p> <p>Since 2005 and each subsequent year thereafter, City Council has approved the City's participation in a cooperative purchasing agreement between DIR and Dell at an annual expense in the range from \$68,000.00 to \$195,000.00. Additionally, in 2014, the City Council approved the additional participation in a cooperative purchasing agreement between DIR and SCW for an up to annual expense of \$200,000.00.</p> <p>For FY16, the Information Technology (IT) staff projects expenses for desktop/notebook computers and related peripherals through SCW, Dell and ARC, across all general fund, enterprise, grant, donations, and court technology accounts, will not exceed \$375,582.00. Individually, each of the requested \$200,000.00 BPOs with SCW, Dell, Inc., and ARC, are \$175,582.00 less than the approximate sum of all FY16's 29-99 accounts (IT Computer Replacement) and 21-16 accounts (Computer Equipment less than \$5,000.00) as represented below. No individual BPO created requires the total expenditure of \$200,000.00, instead it allows for expenses up to this amount.</p> <p>The following is the previous five (5) year BPO history for desktop/notebook computers and related peripherals through the State of Texas Department of Information Resources (DIR) contract:</p> <ul style="list-style-type: none"> • BPO# 150208: \$29,297.18 FY 2015 (10/01/14 – 9/30/15) Dell • BPO# 150219: \$155,123.04 FY 2015 (10/01/14 – 9/30/15) SCW • BPO# 150206: \$33,322.73 FY 2015 (10/01/14 – 9/30/15) ARC 			

- BPO# 140380: \$128,279.14 FY 2014 (10/01/13 – 9/30/14) Dell
- BPO# 140380: \$134,258.29 FY 2014 (10/01/13 – 9/30/14) SCW
- BPO# 140201: \$ 8,092.72 FY 2014 (10/01/13 – 9/30/14) ARC
- BPO# 130359: \$ 87,104.50 FY 2013 (10/01/12 – 9/30/13) Dell
- BPO# 120172: \$100,428.69 FY 2012 (10/01/11 – 9/30/12) Dell
- BPO# 110605: \$ 32,124.55 FY 2011 (02/09/11 – 9/30/11) Dell

The Department of Information Resources (DIR) was created by the State of Texas to ensure the effective and efficient use of public funds for information technology services and equipment through the application of statewide services and technologies with emphasis on cooperative purchasing projects. The Interlocal Cooperation Act, Texas Government Code, Chapter 791, authorizes local governments to directly contract with DIR enabling participating entities to take advantage of the purchasing power of the State of Texas. Procuring information technology products and services through DIR contracts will save the City time and money as all products and services offered through DIR contracts have been subjected to a competitive bid process with vendors offering substantial discounts to all participating entities based on the State’s anticipated volume of purchases. The majority of items purchased off this contract include desktop PCs, laptops, monitors, printers, and various other miscellaneous computer purchases. These items are necessary for the efficient day-to-day operation of the City.

STAFF ANALYSIS AND RECOMMENDATION: This budget continues to keep the focus on balancing costs versus risks to the City’s assets and infrastructure using a planned phasing out of unsupported assets. The City’s current Hardware Replacement and Retirement Policy provides for the following general hardware life spans:

- Desktops – 5 years
- Laptops – 5 years
- Scanners, Projectors, Printers, Monitors – on an as needed basis, but planned according to vendor support life-cycles and case-by-case

City staff respectfully requests City Council approve the creation of three individual BPOs in the not to exceed amount of \$200,000.00 each with SCW, Dell and ARC for the purchase of desktop/notebook computers and related peripherals through Texas DIR contracts.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the 3 BPO’s as recommended.
2. Approve the 3 BPO’s with a change in the contract amount, which will require consideration at a future City Council meeting.
3. Do not approve the 3 BPO’s and have staff formally bid required services and equipment with each individual request from staff.
4. Do not approve the 3 BPO’s and provide staff alternative direction.

ATTACHMENTS: (all in one PDF document in this order)

1. FY16 ARC Texas DIR Contract
2. FY16 DELL Texas DIR Contract
3. FY16 SCW Texas DIR Contract

FUNDING SOURCE:

Various funding sources will be used, including:

- Grant funding
- Information Technology Department (FY2016 budget)
- Other City department funds (FY2016 Enterprise and General Fund departments)
- Court Technology funding

APPROVALS: Bernie Acre; Hugh R. Walker, 08/27/2015

APPROVED FOR SUBMITTAL: Kean Register, 8/27/2015

APPROVED FOR SUBMITTAL: City Attorney Janis K. Hampton

Revised 05/2013