

Meeting Date (?) 09/13/2016

Subject Matter* (?) Technology BPO
This must match rolling agenda entry

Department of Origin* INFORMATION TECHNOLOGY

Submitted By* Bernie Acre

Type of Meeting* BCD Special Regular

Classification* Public Hearing Consent Statutory Regular

Ordinance* None First Read Second Read First & Only Read

Strategic Initiative* Public Safety Service
 Economic Development Infrastructure
 Quality of Life

Agenda Item Description* Consider approval to authorize individual Blanket Purchase Orders (BPOs) for desktop/notebook computers and related peripheral purchases. The BPOs 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 in Fiscal Year(FY17) are projected not to exceed the total budgeted amount of \$441,182.

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.

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 (3) BPOs, Information Technology has flexibility in purchasing desktop/notebook computers and related peripheral assets by not being limited to a single vendor, value added re-seller, or manufacturer. Prevailing pricing, warranty, service, and quality will determine the brand (Dell, HP &/or Panasonic) used for FY17 and the foreseeable future.

For FY17, 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 \$441,182.00. Individually, each of the requested \$200,000.00 BPOs with SCW, Dell, Inc., and ARC, are \$111,818.00 less than the approximate sum of all FY17 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.

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:

BPO# 160256: \$102,046.01 FY 2016 Dell
 BPO# 160255: \$69,783.09 FY 2016 SCW
 BPO# 160254: \$119,619.52 FY 2016 ARC
 BPO# 150208: \$29,297.18 FY 2015 Dell
 BPO# 150219: \$155,123.04 FY 2015 SCW
 BPO# 150206: \$33,322.73 FY 2015 ARC
 BPO# 140380: \$128,279.14 FY 2014 Dell
 BPO# 140380: \$134,258.29 FY 2014 SCW
 BPO# 140201: \$8,092.72 FY 2014 ARC
 BPO# 130359: \$87,104.50 FY 2013 Dell
 BPO# 120172: \$100,428.69 FY 2012 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 Inter-local 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 & Recommendation*

The current budget strategy 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 (3) individual BPOs in the not to exceed amount of \$200,000 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 three (3) BPO's as recommended.
2. Approve the three (3) BPO's with a change in the contract amount, which may require consideration at a future City Council meeting.
3. Do not approve the three (3) BPO's and provide staff alternative direction.

Funding Source*

Various funding sources will be used, including:

- A. Grant funding
- B. Information Technology Department (FY17 budget)
- C. Other City department funds (FY17 Enterprise and General Fund departments)
- D. Court Technology Fund

Attachments

FY17 Technology BPO CAF Attachment.pdf

5.51MB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

- 1. ARC Texas DIR Contract
- 2. Dell Texas DIR Contract
- 3. SCW Texas DIR Contract

Dept. Head Signature



Bernie Acre

**Deputy City Manager
Signature**



Hugh R. Walker

City Manager Signature



City Attorney Signature



Janis K. Hampton