

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> 10/22/2013		<b>DATE SUBMITTED:</b> 10/04/2013	
<b>DEPARTMENT OF ORIGIN:</b> Information Technology		<b>SUBMITTED BY:</b> Bernie Acre	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<p><b>AGENDA ITEM DESCRIPTION:</b> Consider approval to authorize a Blanket Purchase Order (BPO) with Southern Computer Warehouse (SCW) for desktop/notebook computers and related peripherals through the State of Texas Department of Information Resources (DIR) contract. Annual expenditure for desktop/notebook computers and related peripherals this fiscal year (2014) are estimated not to exceed \$150,000.00.</p>			
<p><b>SUMMARY STATEMENT:</b> The City's Blanket Purchase Order (BPO) with Southern Computer Warehouse (SCW) is for the purchase of desktop/notebook computers and related peripherals at discounted rates off the State of Texas Department of Information Resources (DIR) contract. SCW is a new DIR company for the City's computer hardware. However, SCW has been providing competitive pricing for BTU for the last two (2) years. Due to better price points and efficiency in administration of like assets at both BTU and COB, Information Technology is making the move in FY2014 to HP desktop/notebook computers; formerly, Dell computers were the City's preferred model.</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 Marketing L.P. at an annual expense in the range from \$68,000.00 up to \$195,000.00. This new BPO with Southern Computer Warehouse will replace the BPO for Dell.</p> <p>For Fiscal Year 2014, the Information Technology (IT) staff estimates the expenses for desktop/notebook computers and related peripherals through SCW, across all General Fund, enterprise, grant, donations and court technology accounts, will not exceed \$150,000.00. The requested \$150,000.00 BPO is the approximate sum of all 21-16 accts (Computer Equipment less than \$5,000.00) across all General Fund and Enterprise funds plus expected Grant, library funding and court technology purchases for FY2014.</p> <p>IT staff makes recommendations on replacement and acquisition of desktop/notebook computers and related peripherals to the departments, and then IT staff places orders for the City.</p> <p>City staff respectfully requests City Council approve the creation of this BPO in the not to exceed amount of \$150,000.00. This BPO will cover computer expenses for FY2014 through September 30, 2014. A BPO does not require the total expenditure of \$150,000.00 but allows for expenses up to this amount.</p> <p>The following is the last 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"> <li>• BPO# 130359: \$87,104.50      FY 2013      (10/01/12 – 9/30/13)</li> <li>• BPO# 120172:\$100,428.69      FY 2012      (10/01/11 – 9/30/12)</li> <li>• BPO# 110605: \$32,124.55      FY 2011      (02/09/11 – 9/30/11)</li> <li>• BPO# 100384:\$103,701.00      FY 2010      (11/25/09 – 1/10/11)</li> <li>• BPO# 90403: \$160,018.00      FY 2009      (11/25/08 – 11/24/09)</li> </ul>			

Replacement physical computers cost approximately:

- \$1,000.00 w/o monitor;
- \$1,200.00 w monitor; and,
- \$1,800.00 laptop.

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:** With support ending for Windows XP on April 8, 2014, Microsoft will no longer provide any further updates or security patches, which poses a potential security risk/liability to our network. While this budget will not eliminate the end-of-life XP PCs, it does move the City in the direction necessary to phase out unsupported assets. Many older model PC's currently in service are not compatible with Windows 7 and therefore cannot be upgraded; and must be replaced (example: Dell GX620 & 745 models).

The Information Technology Department respectfully requests City Council approval of the City's BPO with Southern Computer Warehouse for the purchase of desktop/notebook computers and related peripherals off the DIR contract. Approval allows for the continued purchase of desktop/notebook computers and related peripherals to ensure continued reliable operation of computer systems.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Approve the BPO as recommended.
2. Approve the BPO with a change in the contract amount, which may require consideration at a future City Council meeting.
3. Do not approve the BPO and formally bid the required services and equipment.

**ATTACHMENTS:**

1. Related DIR contract with SCW, including Hewlett-Packard (HP) price discounts (pdf file)

**FUNDING SOURCE:**

Various funding sources will be used, including:

- Grant funding
- Information Technology Department (FY2014 budget)
- Other City department funds (FY2014 Enterprise and General Fund departments)
- Court Technology funding

**APPROVALS:** Hugh R. Walker, 10/08/2013

**APPROVED FOR SUBMITTAL:** Kean Register, 10/07/2013

**APPROVED FOR SUBMITTAL:** Janis K. Hampton, 10/14/2013