

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director *DST*
Melody Johnston, Information Systems Manager

DATE: September 30, 2010 (CC Meeting of 10/6/10)

SUBJECT: Consider Waiving Formal Bid Procedure for Purchase of New Staff Computers Budgeted for Fiscal Year 2010-11

BACKGROUND AND DISCUSSION

The City Council approved the purchase of 67 new computers (50 desktops and 17 laptops) for staff in the Fiscal Year 2010-11 budget year.

Staff has investigated types of computers and pricing and has determined that purchasing the new City staff computers directly from Dell would benefit the City in two ways:

1. Dell will give the City the Western States Alliance Contract (WSCA) price of approximately \$775 plus shipping for a Dell Optiplex desktop computer (a savings of approximately \$314 per computer), and \$1,396 plus shipping for a Dell LATITUDE laptop computer (a savings of approximately \$511 per laptop computer). Also included with each computer is the Windows 7 Operating System and the configuration requirements needed to run various software and hardware used by staff.

WSCA was established so that participating states may join together in cooperative multi-State contracting. This approach helps states to achieve cost-effective and efficient acquisition of quality products and services.

2. For a small fee of \$28 per computer, Dell will image all the computers with a pre-approved image created by City Information Systems staff. This is achieved by having City Information Systems staff install on one computer all the software, settings, drivers, shortcuts, etc. that are common to all the users receiving a new computer; one image of that machine is created and uploaded to the Dell site; testing is conducted; and then Dell will install that image on all of the City's new computers.

Staff time is saved that would otherwise be spent installing and configuring each computer with the same software and settings.

The total estimated cost for the purchase of the computers, shipping, and imaging is \$65,000. Section 3.04.130 of the Municipal Code requires a formal bid procedure for purchases of supplies and equipment of an estimated value greater than \$15,000. Section 3.04.120 of the Municipal Code permits the City Council by a majority vote to waive the purchasing procedures or to alter the proceedings to fit a specific purchase, when such waiver is not in violation of State law. Waiving the formal bid for purchase of computer equipment is not a violation of State law.

Buying the Dell brand computers directly from Dell and receiving the WSCA discounted price and the low-cost imaging service, which results in saving City staff time, will be cost effective for the City.

FISCAL IMPACT

No budget amendment is needed to implement the purchase of the computers, as the purchase is included in the adopted Fiscal Year 2010-2011 budget.

STAFF RECOMMENDATION

Waive formal bidding procedure for purchase of new staff computers, and authorize staff to purchase directly from Dell for the Western States Alliance Contract price and the imaging fee.