Takoma Park City Council Meeting – September 5, 2018
Agenda Item 5A

Voting Session (Consent Agenda)
Single Reading Ordinance Authorizing the Purchase of Information Systems Items

Recommended Council Action
Approve single reading ordinance authorizing the purchase of various Information Systems items

Context with Key Issues
The Fiscal Year 2019 budget includes funds for the following Information Systems purchases. Brief descriptions, budget and purchasing information is provided with each item:

- **Replacement Computers**
  - Purpose: Funds for annual replacement of computers that have reached the end of their useful lives
  - Budgeted Amount: $40,800 for 34 computers
  - Purchase Amount: $33,665.45
  - Procurement Details: We plan to purchase 35 Dell OptiPlex computers at a total purchase price of $33,665.45 ($763.88 per computer plus $197.99 per monitor) directly through Dell, with which the City has a government purchasing account. To ensure that we were receiving the most competitive pricing, we solicited quotes from three other vendors. The lowest of the three other quotes was $946.79 per computer.

- **Microsoft Office Licenses**
  - Purpose: New Microsoft Office 2016 licenses for 90 employees and 15 public computers.
  - Budgeted Amount: $30,000
  - Purchase Amount: $24,337.95
  - Procurement Details: We plan to purchase 90 Microsoft Office Licenses for use on staff computers at a price of $261.09 per license, and 15 for use on public/educational computers at the reduce price of $55.99. The purchase will be made through a cooperative purchase contract (CDW-G GSA, GS-35F-0195J).

- **Annual Tyler Technologies Contract**
  - Purpose: Annual maintenance contract for Tyler Technologies, the City’s financial systems software.
  - Budgeted Amount: $35,000 (for Tyler Technologies and other enterprise resource planning software support)
  - Purchase Amount: $29,551.42
  - Procurement Details: This is a sole source, recurring/annual purchase.
Council Priority
Fiscally Sustainable Government

Environmental Considerations
Use of Tyler Technologies allows the City to reduce paper consumption for accounting activities.

Fiscal Considerations
This item authorizes total spending in the amount of $87,554.82 as follows. All funds were budgeted for the purposes outlined above.

- $33,665.45 for 35 computers
- $24,337.95 for 105 Microsoft Office 2016 licenses
- $29,551.42 for annual maintenance associated with the City's financial systems software

Racial Equity Considerations
We are unable to determine whether any group would be disproportionately impacted in a positive or negative way by this action.

Attachments and Links
- Single Reading Ordinance
CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2018-

AUTHORIZING PURCHASES OF INFORMATION SYSTEMS ITEMS

WHEREAS, $40,800 was included in the FY 2019 budget for annual replacement of computers that have reached the end of their useful lives; and

WHEREAS, staff requested three quotes in addition to the quote provided by Dell as part of a government purchasing account; and

WHEREAS, Dell provided the lowest quote in the amount of $33,665.45; and

WHEREAS, $30,000 was included in the FY 2019 budget for purchasing new Microsoft Office licenses; and

WHEREAS, the licenses can be purchased through a cooperative purchase contract via CDW-G for $24,337.95; and

WHEREAS, $35,000 was included in the FY 2019 budget for annual maintenance for Tyler Technologies, the City’s financial systems software, and we this year’s contract amount is $29,551.42; and

WHEREAS, the maintenance contract for Tyler Technologies is a sole source, recurring/annual purchase.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with 1) Dell for the purchase of 35 computers for $33,665.45; 2) CDW-G for the purchase of 105 Microsoft Office Licenses for $24,337.95; and 3) Tyler Technologies for annual maintenance for $29,551.42.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this 5th day of September, 2018 by roll-call vote as follows:

AYE:
NAY:
ABSTAIN:
ABSENT: