



## 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

Introduced by:

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: