



Takoma Park City Council Meeting – October 16, 2019 Agenda Item 6

Work Session

Discussion of Single Reading Ordinance Authorizing the Purchase of Information Systems Items

Recommended Council Action

Consider the request to authorize the purchase of various Information Systems items

Context with Key Issues

The Fiscal Year 2020 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: \$61,200 for 51 computers
 - Purchase Amount: \$57,627.04
 - Procurement Details: We plan to purchase 38 Dell OptiPlex computers at a purchase price of \$30,949.86, 10 Dell Latitude laptops at a purchase price of \$14,134.70, and 50 Dell monitors at a purchase price of \$8,112.00 directly through Dell, with which the City has a government purchasing account. In addition we are planning to purchase 3 Microsoft Surface Pro's at a purchase price of \$4,430.48. To ensure that we were receiving the most competitive pricing, we solicited quotes from three other vendors.

- Adobe Creative Cloud Licenses
 - Purpose: Renew Adobe Creative Cloud (CC) Licenses for 22 employees and 8 public educational computers.
 - Budgeted Amount: \$30,000.00
 - Purchase Amount: \$20,443.63
 - Procurement Details: We plan to purchase 19 Adobe CC Full at a price of \$901.15 per license, 5 Adobe Photoshop CC at a price of \$404.38 per license, 5 Adobe Acrobat Pro DC at a price of \$179.10 per license, and 1 Adobe Premiere Pro CC at a price of \$404.38. The purchase will be made through a cooperative purchase contract (CDW-G GSA, GS-35F-0195J).

Council Priority

Fiscally Sustainable Government

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.

- \$57,627.04 for 51 computers
- \$20,443.63 for 30 Adobe Creative Cloud Licenses

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

- Draft Single Reading Ordinance

Introduced by:

Single Reading Ordinance

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2019-

AUTHORIZING PURCHASES OF INFORMATION SYSTEMS ITEMS

WHEREAS, \$61,200 was included in the FY 2020 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 computer quote in the amount of \$53,196.56 and CDW-G provided the lowest Microsoft Surface Pro quote in the amount of \$4,430.48; and

WHEREAS, \$30,000 was included in the FY 2020 budget for renewal of Adobe Creative Cloud licenses; and

WHEREAS, the licenses can be purchased through a cooperative purchase contract via CDW-G for \$20,443.63.

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 48 computers/laptops for \$53,196.56; 2) CDW-G for the purchase of 3 Microsoft Surface Pro's for \$4,430.48, and 3) CDW-G for the renewal of 30 Adobe Creative Cloud Licenses for \$20,443.63.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this ____ day of _____, 2019 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: