



## Takoma Park City Council Meeting – October 23, 2019

### Agenda Item 4D

#### **Voting Session (Consent Agenda)**

Single Reading Ordinance Authorizing the Purchase of Information Systems Items

#### **Recommended Council Action**

Approve the ordinance.

#### **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**

- 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: