City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2015-0520

TO: Mayor and City Council Members

FROM: Bob Grace, Director of MIS (Ext. 2477)

DATE: December 14, 2015

SUBJECT: 2016 MIS Equipment, Supplies and Software Purchases Project

REQUEST:

The MIS Department budgets and purchases various equipment, supplies, and software each year. For the 2016 budget year, we are requesting you approve a project budget of $61,900 for MIS to purchase budgeted equipment, supplies, and software from state contracts and other supply sources that may become available throughout the year. The best cost will be researched and determined at the time of purchase. By utilizing the various state contracts, national cooperative contracts and other supply sources at the time of purchase, we can maximize our budget dollars and get the best value for the City.

REASON FOR PURCHASE:

As we have in the previous years, the MIS Department would like to pursue this as a project purchase approval versus a blanket purchase order with a particular vendor to enable us to make budgeted purchases from various sources in order to get the best cost for the City at the time of purchase. The items we expect to purchase on this blanket purchase order include but are not limited to desktop computer systems, software, printers, computing supplies, and other miscellaneous computer equipment.

There are many reasons for keeping systems upgraded with current technology. Most often it is the use of new or upgraded software that drives the need for PC replacement. Also included in this purchase are printers, miscellaneous supplies, and software programs.

PROCESS:

Vendor Name and Address:
Vendors that are on state contract (EDS, HP, DELL, etc.), REMC Cooperative Contract, MICTA Cooperative Contract, US Communities National Cooperative Contract, Office Depot Cooperative Contract, and other supply sources that can provide lower cost solutions for our purchasing needs.

Reason for Selection:
Selection for each purchase would be based on evaluation of the vendors available on our state contracts and other supply sources that will provide the best cost at the time of purchase and in compliance with the City's purchasing ordinance and purchasing processes.

Method of Purchase:

Purchase would be by procurement card whenever possible or by purchase order for all orders, utilizing extended contracts, quotes, and/or bids as required by City's purchasing ordinance and policies.

BUDGET:
Funding is included in the FY 2016 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.740000	Operating Supplies – Software licenses, switches, routers, adapters, etc	$10,000	$10,000	$0
MIS	636.748000	Operating Equipment – Computer, Monitor & Printer Replacement Schedule	$51,900	$51,900	$0
	TOTAL		$61,900	$61,900	$0

RECOMMENDATION:

It is recommended that City Council, in order to meet the needs of our departments, approve this project budget to purchase 2016 budgeted equipment, supplies and software for an amount not-to-exceed $61,900.00 through December 31, 2016.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Coordinator		