City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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Legislative File No: 2013-0411

TO: Mayor and City Council Members

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

DATE: November 11, 2013

SUBJECT: 4th Quarter 2013/2014 MIS Equipment, Supplies and Software Purchases Project

REQUEST:

The MIS Department budgets and purchases various equipment, supplies and software each year. For the final quarter of the 2013 and 2014 budget years, we are requesting you approve a project budget of $65,400 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 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 are identified on several line items in the approved 2013 and 2014 budgets as shown in the table below. They 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 our state contract, EDS, REMC, MICTA, US Commodities, Office Depot, and other supply sources that can provide lower cost solutions to 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.

Method of Purchase:
Purchase would be by procurement card whenever possible or by purchase order for all orders, utilizing extended contracts, quotes, bids, as required.

BUDGET:
All requested purchases are within the 2013 and 2014 budget line items. A budget adjustment of $25,000 was approved at City Council's regular meeting on October 14, 2013 and those funds made available for end-of-year 2013 purchases. This request includes that newly budgeted amount in addition to the 2014 budgeted amount approved at City Council's regular meeting on September 30, 2013.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.748000	2013 - 3rd Quarter Budget Adjustment	$25,000	$25,000	$0
MIS	636.740000 Operating Supplies	2014 - MIS Operating Supplies – Software licenses, switches, tapes, etc	$8,500	$8,500	$0
MIS	636.748000 Operating Equipment	2014 - IS-01A – Computer, Monitor, & Printer Replacement Schedule	$31,900	$31,900	$0
	TOTAL		$65,400	$65,400	$0

RECOMMENDATION:

In closing, in order to meet the needs of our departments we recommend that you approve this project to purchase 2013/2014 budgeted equipment, supplies and software for an amount not to exceed $65,400.

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