



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2017-0266

TO: Mayor and City Council Members

FROM: Tina Barton, City Clerk
Bob Grace, Director Management Information Systems

DATE: June 19, 2017

SUBJECT: Laptops

REQUEST:

City Council is requested to authorize a blanket purchase order for laptops for the Clerks Department to Civitas IT, LLC of Grand Rapids, Michigan in the lump sum cost of \$31,300.00.

REASON FOR PURCHASE:

MIS has a need to replace 42 laptops in Clerks Department in accordance with the MIS Replacement Schedule.

The City's Purchasing Division issued a sealed Invitation to Bid for the 42 laptops, extended warranties and carrying cases utilizing the MITN system and received seven sealed bids.

There were two bids submitted which were deemed non-responsive since the vendors did not provide the required model number to determine if their units were within scope. From the remaining five bids, the low, responsive, responsible bid was submitted by Civitas IT, LLC of Grand Rapids, Michigan in the lump sum amount of \$31,300.50.

Civitas IT, LLC's bid meets the required specifications and their delivery is estimated within thirty days from award. It is recommended to award the purchase of the laptops to Civitas IT, LLC.

PROCESS:

Vendor Name and Address:

Civitas IT, LLC
625 Kenmoor Ave SE, Suite 301
Grand Rapids, MI 49546

Reason for Selection:

Lowest, Responsive, Responsible Bidder

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding for the laptops is budgeted in FY 2018 Projected Budget. A third quarter budget amendment will move the funding up to FY 2017.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.748000	Operating Equipment	\$0	\$31,300.50	(\$31,300.50)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for the 42 laptops, extended warranties, and carrying cases in the lump sum cost of \$31,300.50 to Civitas IT, LLC.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		