City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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Legislative File No: 2008-0687

TO: Mayor and City Council Members

FROM: Bob Grace, MIS, 248-841-2477

DATE: January 12, 2008

SUBJECT: 2009 MIS Equipment, Supplies and Software Purchases Project

REQUEST:

The MIS Department budgets and purchases various equipment, supplies and software each year. For the 2009 budget year, we are requesting you approve a project budget of $106,130 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 2009 budget 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, software programs and monitor replacements.

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 if under $1,000.00 or by purchase order for all orders above $1,000.00, utilizing extended contracts, quotes, bids, as required.

BUDGET:

All requested purchases are within the 2009 budget line items

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.740000 Operating Supplies	Network Server Software Licenses and Upgrades	$11,500	$11,500	$0
MIS	636.740000 Operating Supplies	Various MIS Operating Supplies	$8,000	$8,000	$0
MIS	636.740000 Operating Supplies	Adobe CS3 Design Premium (Ch. 55)	$1,000	$1,000	$0
MIS	636.740000 Operating Supplies	PageMaker (Fiscal)	$300	$300	$0
MIS	636.740000 Operating Supplies	Script Writing Software (Ch. 55)	$230	$230	$0
MIS	636.748000 Operating Equipment	IS-01A - Computer Replacement Schedule (66)	$66,000	$66,000	$0
MIS	636.748000 Operating Equipment	Laser Printer Replacement (7)	$14,000	$14,000	$0
MIS	636.748000 Operating Equipment	IS-01B - Monitor Replacement Schedule (18)	$3,600	$3,600	$0
MIS	636.748000 Operating Equipment	Laptop Replacement (1 - DPS)	$1,500	$1,500	$0
	TOTAL		**$106,130**	**$106,130**	**$0**

RECOMMENDATION:

In closing, in order to meet the needs of our departments we recommend that you approve this project to purchase 2009 budgeted equipment, supplies and software for an amount not to exceed $106,130.

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