City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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Legislative File No: 2006-0012

TO: Mayor and City Council Members

FROM: Bob Grace, MIS, 248-2477

DATE: January 3, 2006

SUBJECT: 2006 MIS Equipment, Supplies and Software Purchases Project

REQUEST:

The MIS Department budgets and purchases various equipment, supplies and software or services each year. For the 2006 budget year, we are requesting you approve a project budget of $98,310 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 2006 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 a few printers, miscellaneous supplies, software upgrades 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 looking at 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 2006 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	$15,000	$15,000	$0
MIS	636.740000 Operating Supplies	Tapes, Printer Supplies, Cables, Books	$7,500	$7,500	$0
MIS	636.740000 Operating Supplies	Computer Components, Additional Memory, Hard Drives, Upgrades	$1,000	$1,000	$0
MIS	636.740000 Operating Supplies	ACT Software	$1,850	$1,850	$0
MIS	636.740000 Operating Supplies	Adobe Illustrator	$1,000	$1,000	$0
MIS	636.748000 Operating Equipment	New and Replacement PC's (2/25)	$39,960	$39,960	$0
MIS	636.748000 Operating Equipment	Replacement PC Monitors	$15,000	$15,000	$0
MIS	636.748000 Operating Equipment	Laptop Computers	$6,000	$6,000	$0
MIS	636.748000 Operating Equipment	Internet Map Server Web Server	$4,000	$4,000	$0
MIS	636.748000 Operating Equipment	Replacement Color Printers	$4,000	$4,000	$0
MIS	636.748000 Operating Equipment	Laser Printer	$2,000	$2,000	$0
MIS	636.748000 Operating Equipment	Inkjet Color Printers	$1,000	$1,000	$0
	TOTAL		$98,310	$98,310	$0

RECOMMENDATION:

In closing, in order to meet the needs of our departments we recommend that you approve this project to purchase 2006 budgeted equipment, supplies and software or services for an amount not to exceed $98,310.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

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

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