

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0296
Date: March 16, 2004
Prepared By: Kevin Krajewski, MIS, 248.841.2479
City File No:
Meeting Date: 4/7/2004

PURPOSE:

The MIS Department budgets and purchases various equipment, supplies and software each year. For the 2004 Budget year, we are requesting you approve a project budget of \$190,300 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.

DISCUSSION:

The MIS Department has in previous years purchased various equipment, supplies and software from EDS on the state contract. This year we 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 2004 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.

Working with the Fiscal Team, a detailed leasing cost analysis (*attached*) was performed in order to determine the most cost effective acquisition strategy for computer equipment. The analysis shows that a standard equipment purchase is more advantageous to the City over equipment leasing.

FISCAL INFORMATION:

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.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Operating Supplies	636.740000	Tapes, Printer Supplies, cables, books	\$6,000.00	\$5,500.00	\$0 (See note below)
Operating Supplies	636.740000	Network Server Software Licence and upgrades	\$20,000.00	\$19,800.00	\$0 (See note below)
Operating Supplies	636.740000	Computer components	\$10,000.00	\$6,990.00	\$0 (See note below)
Operating Supplies	636.740000	VM Ware (Virtual Machine Software)	\$1,200.00	\$1,200.00	\$0
Operating Supplies	636.740000	MS Office Licenses	\$10,000.00	\$10,000.00	\$0
Operating Equipment	636.748000	Laptop Computers	\$5,000.00	\$5,000.00	\$0
Operating Equipment	636.748000	PC Monitors	\$7,500.00	\$7,500.00	\$0
Operating Equipment	636.748000	New and Replacement PC's (13/70)	\$124,500.00	\$124,500.00	\$0
Operating Equipment	636.748000	Laser Printers	\$6,800.00	\$6,800.00	\$0
Operating Equipment	636.748000	Dot Matrix Printers (Carryover from 2003)	\$1,000.00	\$1,000.00	\$0
Operating Equipment	636.748000	Replacement Color Printers	\$4,000.00	\$2,100.00	\$0 (See note below)
	TOTAL		\$197,000.00	\$190,390.00	

Note: A few items were previously purchased under the Tapes/ Printer Supplies, Network Server/Software Licence, Computer Components, and Replacement Color Printers line items which accounts for the difference between the budgeted amounts and the amount requested under this purchase request.

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 purchasing order for all orders above \$1,000.00, utilizing extended contracts, quotes, bids, as required.

RECOMMENDATION:

In closing, in order to meet the needs of our departments we recommend that you approve this project to purchase 2004 budgeted equipment, supplies and software for an amount not to exceed \$190,300.

ATTACHMENTS:

Department Authorization: Bob Grace

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA