

COUNCIL ACTION FORM

SUBJECT: **PURCHASE OF COMPUTERS AND NETWORK
INFRASTRUCTURE FOR THE LIBRARY**

BACKGROUND:

For many months, the Library's Network Services staff has been working on network infrastructure design and determining what equipment will be needed for the Library. The Library delayed purchasing new computers and network infrastructure until moving back into the building. They studied their technology needs and determined what products would provide efficient and effective customer service. The following items are being requested to support network infrastructure and organizational needs:

- 40 staff workstations, monitors and soundbars;
- 18 laptops;
- 9 all-in-one computers; and
- 2 graphic artist workstations;
- 2 servers; and
- 1 network firewall.

Dell Marketing LP, of Dallas, Texas, has been a frequent supplier of Library computer equipment under the Western States Contracting Alliance (WSCA) contract. Dell was, therefore, approached about the purchase of the equipment. Through the combined efforts of the Library's Network Services Supervisor and the City's Purchasing Manager, it was possible to secure pricing that is even lower than that which is offered through WSCA. This purchase would also benefit the Library by providing continuity in the manufacturer of their IT network and reduce the burden of coordinating different service contracts and provisions for this important equipment.

The City's Purchasing Policy allows departments to utilize certain government contracts, including WSCA, in lieu of soliciting written bids for the purchase of commodities and services costing less than \$25,000. Because the cost of this purchase will exceed \$50,000 the Library is now requesting that (1) the City Council waive the dollar threshold for cooperative agreements and (2) approve the purchase the staff computers and networking equipment from Dell Marketing LP in the amount of \$89,404.76.

The Library Board considered this request at its meeting on April 17, 2014 and is requesting that the City Council waive the dollar threshold for cooperative agreements and approve the purchase from Dell. The Library Renovation and Expansion Project had unspent and unencumbered funds available in the amount \$1,294,675.36 in the

bond proceeds as of April 9, 2014. Library staff needs to set up the network and staff computers ahead of transitioning into the new building later this summer.

ALTERNATIVES:

1. Waive the standard purchasing procedures and policies and approve the purchase staff computers and networking equipment from Dell Marketing LP for \$89,404.76 using Library Renovation and Expansion Project bond funds.
2. Do not waive the standard purchasing procedures and policies; instead, direct staff to solicit bids for the equipment needed now.

MANAGER'S RECOMMENDED ACTION:

The Purchasing Division reviewed the list of equipment required by the Library and determined that the items are available at or below government contract prices from Dell Marketing LP through the WSCA contract. The Purchasing Division is satisfied with the prices and if the total cost were \$25,000 or less, no bids would be required. By pursuing the recommended alternative it will be possible to secure pricing that is even lower than that which is offered through WSCA. This alternative will also benefit the Library by providing continuity in the manufacturer of their IT network and reducing the burden of coordinating different service contracts and provisions for this important equipment.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby waving the standard purchasing procedures and policies and approving the purchase of staff computers and networking equipment from Dell Marketing LP for \$89,404.76 using Library Renovation and Expansion Project bond funds.