



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 10

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Information Technology Department

MEETING DATE: October 18, 2021

SUBJECT:
Personal Computer Replacements – Purchase

RECOMMENDATION:

Adopt a Resolution to approve an alternative purchasing procedure and approve a Master Purchasing Agreement and Participating Addendum with CDW-G for the purchase order of personal computers in an amount not-to-exceed \$135,500 and authorize the Director of Information Technology to execute the agreement in substantially the form presented.

BACKGROUND:

The City's personal computer (PC) replacement strategy is to replace PCs after five years of service to mitigate maintenance issues and support problems, and to keep equipment within industry standards. The PC replacement fund is based on this amortization schedule with approximately 80 PCs currently identified as due for replacement.

On January 21, 2020, Council approved the most recent cycle of PC replacements. At that time, a five-year PC replacement service term was established based on feedback from Council. A not-to-exceed purchase agreement with a preferred vendor was also approved, providing benefits over a fixed bid purchase. This purchase agreement represents a continuation of these established PC replacement purchasing practices.

Staff obtained the quotation for the proposed purchase through a purchasing cooperative known as the National Intergovernmental Purchasing Alliance (NIPA) with the City of Mesa, Arizona as lead agency. NIPA contracts allow participants to pay less through competitively solicited, evaluated, and awarded contracts that leverage the cooperative buying power of local government agencies. CDW-G is a participating vendor under NIPA contract #2018011-01 and is recommended because the quality of its customer support and services. A quotation from CDW-G is provided for reference. The continued use of Lenovo products is recommended due to Lenovo's efficient warranty and replacement policy, and because Lenovo products have proven to be of high quality, stable and reliable, with a low hardware failure rate.

Municipal Code section 3.60.070(h)(3) provides that the City may use any purchasing procedures approved by the City Council if the City Council makes a finding concurrent with the award of the contract that the procedures are in the best interest of the City. Purchasing cooperatives such as the NIPA procurement service offers competitively priced contracts for goods and services, avoiding costs normally associated with the development of highly technical bid specifications, while assuring that competitive prices are received. Based on the above, staff recommends approving the purchase of 80 personal computers pursuant to the Master Purchasing Agreement and Participating Addendum with CDW-G for an amount not-to-exceed \$135,500.

BUDGET IMPACT:

Funds have been accrued and are available through the Computer Replacement Fund for this purchase. The total amount of the purchase will be an amount not-to-exceed \$135,500.

ENVIRONMENTAL DETERMINATION:

This agreement is exempt from CEQA, because it can be seen with certainty that there is no possibility the purchase of personal replacement computers may have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Att 2 - CDW-G pricing quote

Att 3 - City of Mesa, AZ NIPA agreement

Att 4 - City of Mesa, AZ Amendment 1

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