

AGENDA BILL

Beaverton City Council
Beaverton, Oregon

SUBJECT: Selection of Primary Vendors for
Personal Computers and
Peripherals

FOR AGENDA OF: 11/01/16 **BILL NO:** 16231

Mayor's Approval: Denny Dale

DEPARTMENT OF ORIGIN: Finance Holman

DATE SUBMITTED: 10/05/16

CLEARANCES:

Info. Systems
Purchasing
City Attorney
CAO

TH
W. Muratt
W. Skelton
R. H. E.

PROCEEDING: Consent Agenda
(Contract Review Board)

EXHIBITS: 1. RFP BID Summary

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$-0-	BUDGETED \$331,182*	REQUIRED \$-0-

* Account Numbers 603-30-0712-371 and 671; 603-30-0713-317 and 671 – Information Systems Fund – Systems Operations - Equipment and Maintenance Account - 371 \$20,000, and Equipment Account - 671 \$163,282; Information Systems Fund – New Projects – Computer Equipment Account - 317 \$137,900, and Equipment Account - 671 \$10,000. The \$331,182 Amount Budgeted is included in FY 2016-17's Adopted Budget in the various accounts identified above.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, authorizes the selection of the three vendors as the City's primary vendors for computer units network devices, and replacement parts and authorizes the purchase of these items from any of the three vendors based upon the optimal combination of price, quality, performance, and delivery at the time of each order. The vendors will remain on the approved list for a period of three years through Fiscal Year 2017-19. The purchase of the future years' equipment is based upon Council's approval of the future FY 2017-18 and FY 2018-19 Budgets.

HISTORICAL PERSPECTIVE:

Since FY 1996-97, the City has purchased its computer units, network devices, computer peripherals, and replacement parts from a list of primary vendors that were selected based on their response to a request for proposals. Under the primary vendor format, the City places an order with the vendor that has the optimal combination of price, quality, performance, and delivery at the time of each order.

The City has advertised a request for proposal for its ongoing computer needs. This will be the sixth time the City has used the request for proposal process to select its primary vendors. The selection of primary vendors will be valid for a period of three years, expiring on June 30, 2019.

INFORMATION FOR CONSIDERATION:

Requests for Proposals were advertised in the Daily Journal of Commerce and were due on August 17, 2016. Five responses were received. Staff reviewed the proposals and ranked them based upon a combination of knowledge and experience, price, delivery, warranty, and Minority-Owned, Women-Owned, Service Disabled Veteran, and Emerging Small Business Program. Staff is recommending that the three

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highest ranked vendors listed below be placed on the primary vendor selection list. When computer units or components are needed, staff will obtain price quotes from the three vendors and will place the order with the vendor that quotes the optimal combination of price, quality, performance, and delivery. The three vendors are:

1. CTL Computers, Incorporated, Walnut, CA
2. JPK Micro Supply, Inc., City of Industry, CA
3. CDW Government LLC, Vernon Hills, IL

Exhibit 1

RFP BID SUMMARY

PROPOSALS SUBMITTED:

1. CDW Government LLC, Vernon Hills, IL
2. JPK Micro Supply, Inc., City of Industry, CA
3. Hypertec Direct, Tempe, AZ
4. CTL Computers, Incorporated, Walnut, California
5. Saitech, Inc., Fremont, CA