

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Selection of Primary Vendors for Personal Computers and Peripherals

FOR AGENDA OF: 08-13-13 **BILL NO:** 13184

Mayor's Approval: *[Signature]*

DEPARTMENT OF ORIGIN: Finance *[Signature]*

DATE SUBMITTED: 08-01-2013

CLEARANCES: Information Systems City Attorney Purchasing CAO
[Signatures]

PROCEEDING: Consent Agenda (Contract Review Board)

EXHIBITS:

BUDGET IMPACT

| EXPENDITURE REQUIRED | AMOUNT BUDGETED | APPROPRIATION REQUIRED |
|----------------------|-----------------|------------------------|
| \$-0- | \$129,800* | \$0 |

*Account Numbers 603-30-0712-371 (\$20,000) and 671 (\$35,000) and 0713-317 (\$64,800) and 671 (\$10,000)- Information Systems Fund – Systems Operations and New Projects Programs – Computer Maintenance Expense (Account 371), Computer Equipment (Account 317 items costing under \$5,000) and Equipment (Account 671 items costing over \$5,000).

RECOMMENDED ACTION:

Council acting as Contract Review Board authorizes the selection of the five 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 five vendors based upon the optimal combination of price, quality, performance and delivery at the time of each order. The five vendors will remain on the approved list for a period of three years through Fiscal Year 2015-16. The purchase of the future years' equipment is based upon Council's approval of the future FY 2014-15 and FY 2015-16 budgets.

HISTORICAL PERSPECTIVE:

Since FY 1996-97 the City has purchased its computer units, network devices and computer peripherals and replacement parts from a list of primary vendors that were selected based on their response to a request for proposal. Under the primary vendor format the City places the 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 seventh 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, 2016.

INFORMATION FOR CONSIDERATION:

Requests for Proposal were advertised in the Daily Journal of Commerce on July 3, 2013, and were due on July 25, 2013, at 2:00 PM. Fives responses were received. Staff reviewed the proposals and determined that all five proposals met the minimum requirements. Staff is recommending that all five vendors be placed on the primary vendor selection list. When computers and peripherals are needed, staff will obtain price quotes from the five vendors and will place the order with the vendor that quotes the optimal combination of price, quality, performance and delivery. The five vendors are:

- Alinec Technologies, Austin, Texas
- CDW-G, Chicago, Illinois

- CTL, Beaverton, Oregon
- JPK Micro Supply, City of Industry, California
- Sunset Computer, LLC, Beaverton, Oregon