CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: September 3, 2019

ITEM: Motion – Accept Purchase - Replacement Desktop Computers

FINANCIAL IMPACT: $63,168.00 (previously budgeted).

BACKGROUND: This recommendation is for the purchase of replacement desktop computers as part of the annual technology refresh process. The Information Services Department (IT) developed a Request for Bid (RFB) for the purchase of replacement computer monitors. The RFB was advertised on the City of West Des Moines website and published in the Des Moines Register on July 5, 2019.

Sealed bids were received by the City Clerk. There were 16 bids received (four of which were disqualified for noncompliance) with the low bid of $631.68 per unit for a not to exceed value of $63,168.00 being submitted by **Staples**. Payments will be made from account no. 100.650.700.5400.700.

To ensure the best price bids were received, the replacement of desktop computers was separated from the bids for computer monitors.

OUTSTANDING ISSUES (if any): NONE.

RECOMMENDATION: City Council approve the purchase of 100 HP ProDesk 600 G5 MT Desktop (MFR #7JB51UT#ABA) computers from Staples with a not to exceed amount of $63,168.00.

Lead Staff Member: Mark Brandenburg

STAFF REVIEWS

Department Director	Joe Menke, IT Director JM
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney JDS
Agenda Acceptance	Ryan Jacobson, City Clerk

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	July 5, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	