CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: December 2, 2019

ITEM: Motion – Approve the Purchase of twenty-five (25) Enhanced Build Desktop Computers

FINANCIAL IMPACT: $32,000.00 (previously budgeted).

BACKGROUND: This recommendation is for the purchase of twenty-five (25) enhanced build HP Z2 Tower G4 desktop computers (#5DU94UT) as part of the annual technology refresh process. Enhanced build computers are necessary for those city employees who run software requiring more CPU power, more memory, and greater video capabilities than a standard issue desktop PC.

The Information Services Department (IT) developed a Request for Bid (RFB) for the purchase of computers. The RFB was advertised on the City of West Des Moines website on September 18, 2019 and published in the Des Moines Register on September 21, 2019.

Sealed bids were received by the City Clerk. We received eighteen (18) bids, seven (7) of which were disqualified for noncompliance, with a low bid of $1,280.00 per unit for a not-to-exceed value of $32,000.00 being submitted by SDF Professional Computer Services, Inc. Payments will be made from account no. 100.650.651.5400.700.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: City Council approve the purchase of twenty-five (25) enhanced build HP Z2 Tower G4 desktop computers (#5DU94UT) from SDF Professional Computer Services, Inc. with a not-to-exceed amount of $32,000.00.

Lead Staff Member: Mark Brandenburg

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	September 21, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	