CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

4(d)2

DATE: December 2, 2019

ITEM: Motion – Approve the Purchase of thirty-five (35) Surface Book 2 Laptop Computers

FINANCIAL IMPACT: $47,757.50 (previously budgeted).

BACKGROUND: This recommendation is for the purchase of thirty-five (35) Microsoft Surface Book 2 laptop computers as part of the annual technology refresh process.

The Information Services Department (IT) developed a Request for Bid (RFB) for the purchase of Surface Book 2 Laptop 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. There were twenty-one (21) bids received, sixteen (16)* of which were disqualified for noncompliance, with a low bid of $1,364.50 per unit for a not-to-exceed value of $47,757.50 being submitted by CDW Government. Payments will be made from account no. 100.650.651.5400.700.

*The relatively high rate of disqualified bids is due to a variety of factors including vendors not specifying shipping charges, not allowing enough time before the quote expires, not including Surface docks in the bid, and not including a signed contact page, all of which are requirements specified in the city's bidding instructions.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: City Council approve the purchase of thirty-five (35) Microsoft Surface Book 2 (PGV-00001) laptop computers from CDW Government with a not-to-exceed amount of $47,757.50.

Lead Staff Member: Mark Brandenburg

STAFF REVIEWS

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

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	