CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Motion—Accept Purchase—Default Build Desktop Computers

DATE: March 21, 2022

FINANCIAL IMPACT: $45,824.40 plus shipping (previously budgeted).

BACKGROUND: This recommendation is for the purchase of default build 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 HP desktop computers. The RFB was advertised on the City of West Des Moines website and published in the Des Moines Register on Friday January 27, 2022.

Sealed bids were received by the City Clerk. There were 8 bids received, 4 of which were disqualified for noncompliance, with a low bid of $763.33 per unit for a not-to-exceed value of $45,824.40 plus shipping.

The GL code for budgeting is 100.650.651.5400.700 Equipment Computer Hardware.

OUTSTANDING ISSUES (if any):

RECOMMENDATION: We recommend awarding the bid to Xerox due the company having local support, HP certified partnership, and having the lowest bid.

Lead Staff Member: Paul Longfield

STAFF REVIEWS

Department Director	
Appropriations/Finance	TS
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	The Des Moines Register
Dates(s) Published	01/27/2022

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	