
MEMORANDUM
ADMINISTRATIVE SERVICES DEPARTMENT

TO: Thomas Thomas, City Manager

Number: 13-003

SUBJECT: Annual Equipment Replacement

Date: 04/02/2012

On an annual basis, the I.T. Division of the Administrative Services Department has replaced obsolete computers. Often times a new purchase is placed where it is needed most and the unit it replaced would move to a computing function with less demand until it eventually either failed or was replaced with a newer unit. The objective continues to be to match hardware purchases with user and application requirements. User perception and the applications in use change over time, and affect overall performance. Additionally, as hardware reaches maturity of 4 years, the rate of failure increases. Users demand 100% availability and quick performance, something older computers cannot always provide.

As in past years, the I.T. Division is requesting council approve the annual equipment replacement for the entire fiscal year. This has proven to be the most economical and efficient manner to handle the replacement and meet the needs of our customers. This format allows the City to break the large purchase into smaller, timelier, and more manageable purchases. In addition, we are able to replace the most time sensitive units first with a well-coordinated and efficient installation.

Recommendation:

The Information Technology Services Division of the Administrative Services Department recommends that the City Council authorize the City Manager to purchase and pay Hewlett-Packard \$50,000.00 from the WSCA State Contract for the Computer Equipment Replacement through requisition number 003222.

Vendor: 04413 Hewlett-Packard Company

Payment Amount: \$50,000.00

Account Chargeable:

Fund: 101 General Fund

Division/Cost Center: 256081 Information Technology

Object Class: 52406 Computer Equipment < 10M

Project Number: 0000000 n/a

Requisition Number: 003222

Submitted by: John Thorson, Administrative Services Director
Timothy Bain, Assistant Director - IT

APPROVED: Thomas Thomas, City Manager