

STAFF REPORT: Information Systems



REPORT TO: Council
MEETING DATE: May 12, 2008
REPORT NO.: IT.08.03
SUBJECT: Award of Tender TBM-2008-23
Acquisition of Personal
Computers and Notebooks
PREPARED BY: Robert Armstrong, Manager of
Development Planning and IS
Robert Cummings, Director of
Finance

A. Recommendations

THAT Council approve Staff Report IT.08.03. "Award of Tender for Acquisition of Personal Computers and Notebooks Tender TBM-2008-23" and authorize proceeding with the award of the Tender to Dell Computers at a maximum cost of \$743.74 per desktop, \$1,316.30 per Notebook with docking station and \$254.99 per monitor (excluding GST) in accordance with the limitations established under the 2008 approved Budget.

B. Background

The Town issued a tender for the Acquisition of Personal Computers and Notebooks on April 2, 2008 to deal with the replacement of computers with an age in excess of three years and to provide equipment for new staff in accordance with the approved Budget for 2008. The tender included minimum specifications and, in accordance with IT staff report IT.08.02 that was approved by Council, established an acceptable list of brands (ie. IBM, HP, Dell, Asus, Toshiba). In addition, the Tender noted the number of products that would be acquired throughout 2008 (21 desktops, 5 notebooks/docking stations and 10 monitors), being an estimated amount. It was noted that this amount may be more or less than the actual amount acquired. Vendors were requested to bid on the various products individually and in total and the Town had the right to select different vendors for each component.

The Tender (TBM-2008-23) closed on April 23, 2008. A public opening was held on the closing date, with bid submissions received from the following seven companies. Attached as Appendix 1 are the tender results.

It is noted that Dell computers had the lowest bid both in total and on the various components. Staff would therefore recommend that the Tender be awarded to Dell Computers.

C. The Blue Mountains' Strategic Plan

6. Providing a strong, well managed municipal government

D. Budget Impact

IT Capital Projects

Continuous Improvement	\$36,000.00
New Computers	<u>\$ 6,000.00</u>
	\$42,000.00

Note: Additional computer equipment may also be acquired under this tender for any equipment approved under other departmental programs not included in the IT Budget.

E. Attached

none

Respectfully submitted,

Robert Armstrong
Manager of Development Planning
and IS

Robert Cummings
Director of Finance