



AGENDA MEMORANDUM

Action Item for the City Council Meeting of December 14, 2021

DATE: December 14, 2021

TO: Peter Zanoni, City Manager

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Purchase of Computer Hardware Development Services

CAPTION:

Motion authorizing the purchase of laptop computers, monitors, and accessories from Dell Marketing, LP, of Round Rock, TX, in an amount not to exceed \$124,927.00, for compatibility with digital plan review software applications utilized by the Development Services Department, through the DIR Cooperative, with FY 2022 funding available through the Development Services Fund.

SUMMARY:

The Development Services Department will be implementing a new digital plan review application, which will be fully integrated with Infor. This new digital plan review application requires high-performance computers and high-resolution monitors.

BACKGROUND AND FINDINGS:

Currently, Development Services customers email or bring in their plans on a CD or hard copy. The new digital plan review application will allow applicants to upload their plans and allows reviewers to view the plans electronically.

Development Services Department will purchase 41 high-performance laptop computers, 82 high-resolution monitors and accessories with 3 years of support to ensure functionality with the new digital plan review application.

PROCUREMENT DETAIL:

This procurement is being facilitated through the DIR Cooperative. Contracts awarded through the DIR Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. The savings on the DIR Cooperative for this purchase is \$86,140.59 (MSRP is listed at \$211,067.59). In view of these savings, this is the best method of purchase for the City.

ALTERNATIVES:

No alternative. This purchase is necessary to ensure functionality with the new digital plan review application.

FISCAL IMPACT:

The fiscal impact for Development Services in FY2022 is an amount not to exceed \$124,927.00

FUNDING DETAIL:

Fund:	4670 Development Services
Organization/Activity:	12201 Inspections Operations
Mission Element:	281 Oversight of Building Construction
Project # (CIP Only):	
Account:	520110 Minor Office Equipment

RECOMMENDATION:

Staff recommends approval of this motion to purchase laptop computers, monitors and accessories to meet the hardware requirements of the new digital plan review system.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet