

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**


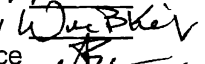


SUBJECT: Selection of Primary Vendors for Personal Computers and Peripherals

FOR AGENDA OF: 12/03/19 **BILL NO:** 19293

Mayor's Approval: 

DEPARTMENT OF ORIGIN: Finance 

DATE SUBMITTED:

CLEARANCES: Information Systems 
City Attorney 
Mayor's Office 
Purchasing 

PROCEEDING: Consent Agenda
(Contract Review Board)

EXHIBITS:

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$75,442	BUDGETED \$75,442	REQUIRED \$0-

*Account Number 603-30-0713-317 - Information Systems Fund - New Projects Program – Computer Equipment Account (\$60,800) and Account Number 115-35-0554-317 Library Fund - Adult Services Program - Computer Equipment Account (\$14,642).

RECOMMENDED ACTION:

City Council acting as Contract Review Board authorizes the selection of the two vendors as the City's primary vendors for purchase of personal computers and authorizes purchase of personal computers from either of the two vendors based upon the optimal combination of price, quality, performance and delivery at the time of each order. The two vendors will remain on the approved list for a period of three years through January 2023. The purchase of the future years' equipment is based upon Council's approval of the future budgetary appropriations.

HISTORICAL PERSPECTIVE:

Since FY 1996-97 the City has purchased its personal computers from a list of primary vendors that were selected based on their response to a request for proposal. Under the primary vendor format the City places the order with the vendor that has the optimal combination of price, quality, performance and delivery at the time of each order.

The City has advertised a request for proposal for its ongoing computer needs. This will be the eighth time the City has used the request for proposal process to select its primary vendors. The selection of primary vendors will be valid for a period of three years expiring on January 30, 2023.

INFORMATION FOR CONSIDERATION:

Requests for Proposal were advertised in the Daily Journal of Commerce October 25, 2019, and were due on November 19, 2019. Two responses were received. Staff reviewed the proposals and determined that the two proposals met the minimum requirements. Staff is recommending that both vendors be placed on the primary vendor selection list. When computers are needed, staff will obtain price quotes from the two vendors and will place the order with the vendor that quotes the optimal combination of price, quality, performance and delivery. The two vendors are:

- CTL, Beaverton, Oregon
- JPK Micro Supply, City of Industry, California