



City of Galveston

DEPARTMENT OF INFORMATION TECHNOLOGY

STAFF REPORT

Date October 28, 2021

To: City Manager
Mayor and City Council Members

From: Hope Dean, Executive Director & CITO

Project location: N/A

Project: Purchase replacement and new end user computer equipment.

Request:

Consider approving purchases of standardized end user computer equipment to include, desktops, laptops, monitors and other required peripheral equipment through Dell Inc. using state contract DIR-TSO-3763. Estimated costs for equipment not to exceed Council approved budgets.

Background:

The City of Galveston has traditionally purchased end user desktop equipment from the Dell corporation. This includes new (additional) equipment and replacement units for equipment that has reached the end of life cycle or end of manufacturer support (typically between 3 and 5 years). These purchases are made both annually and as required to meet the needs of individual departments throughout the year.

Dell has communicated to its customers that they could and should expect extended delays in order fulfillment due to covid related issues. The delays can be attributed to both domestic and global shipping concerns, facility shutdowns, and an inability to acquire non-domestically produced parts. As Dell operates on a first come first serve basis for order fulfillment, it is paramount to take steps reduce or streamline the process from departmental request to order fulfillment.



Fiscal Impact Report:

- Funding Source: Various City Accounts
- Estimated Total Costs: Not to exceed \$ 200,000
- Term: FY23

Alternatives

- Option 1 – Approve the purchase of standardized equipment from Dell using DIR contract.
- Option 2 – Do not approve the purchase of standardized equipment from Dell.
This option would increase procurement lead time, impact staff support, and reduce the end user's experience up to and include the complete inability to operate or have functional equipment. This is directly related to Dell's current and projected lead times for standardized equipment.

Staff Recommendation

Approve the purchase of standardized equipment from Dell using DIR contract.

Attachments

None