

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

| | | | | |
|----------|--|-------|------------------------|--------------|
| To: | Matthew J. Fertal | From: | Charles Kalil | |
| Dept: | City Manager | Dept: | Information Technology | |
| Subject: | AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO CDW-G FOR THE PURCHASE OF MICROSOFT OFFICE 2013 LICENSES | | Date: | May 27, 2014 |

OBJECTIVE

To secure City Council authorization to purchase 577 Microsoft Office 2013 Licenses in the amount of \$138,745.42 pursuant to IFB No. S-1140.

BACKGROUND

The City last upgraded Microsoft Office Licenses for all computers in 2001. Over a decade later the versions of Microsoft Office currently used by City staff are incompatible with current operating systems and lacking available features. Documents received from outside the City that have been created in up-to-date versions of Microsoft Office require conversion. Sometimes City staff cannot open these documents or formatting is lost during the conversion process. These occurrences require additional staff time and resources.

DISCUSSION

Specifications were prepared and sent out to fourteen (14) prospective bidders. The following table presents the bids of the nine (9) responsive bidders:

| Responsive Bidders for IFB No. S-1140 | |
|---------------------------------------|------------------------------|
| Bidder Name | Bid Amount |
| CDW-G | \$138,745.42 (\$240.46 each) |
| EnPointe Technologies | \$139,241.64 (\$241.32 each) |
| PCMG, Inc. | \$139,310.88 (\$241.44 each) |
| SHI International | \$140,799.54 (\$244.02 each) |
| Peacock Systems | \$144,244.23 (\$249.99 each) |
| OM Office Supply, Inc. | \$145,404.00 (252.00 each) |
| Howard Technologies Solutions | \$153,482.00 (\$266.00 each) |
| New Tech Solutions | \$154,526.37 (\$267.81 each) |
| Trinus Corporation | \$162,073.53 (\$280.89 each) |

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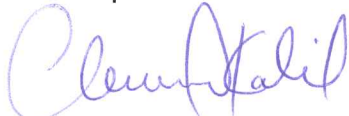
FINANCIAL IMPACT

The Information Technology Internal Service Fund will absorb the financial impact of \$138,745.42. These funds have been budgeted for this purpose.

RECOMMENDATION

It is recommended that City Council:

- Authorize the Finance Director to issue a purchase order to CDW-G for the purchase of 577 Microsoft Office 2013 Licenses, in the amount of \$138,745.42.



CHARLES KALIL
Information Technology Director



By: Anand Rao
Information Systems Manager

Recommended for Approval



Matthew Fertal
City Manager