



Legislation Text

File #: 20-228, Version: 1

Memorandum

Date: March 17, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Shane French, Director of Information Technology

Subject: Approve PC Purchase for District Attorney

Executive Summary: (include fiscal and staffing impact narrative):

The Information Technology Department routinely purchases Personal Computers (PCs) for departments as needed. The District Attorney Department has a need to purchase 30 PCs and four laptop computers. The purchase amount exceeds \$25,000.

The Information Technology Department has obtained three competitive quotes and has determined that Polestar Computers of Kelseyville offers the most competitive pricing for these devices.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$29,643.08 Amount Budgeted: \$35,000 Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input checked="" type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input type="checkbox"/> <i>Cost Savings</i> |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid? To do so would produce no economic benefit.

Recommended Action: Approve the purchase of 30 desktop PCs and four laptop computers and authorize the Information Technology Director to issue a purchase order on behalf of the District Attorney department.