

# Memo

To: City Council  
CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
From: Jim Chandler, Assistant City Administrator  
Date: November 30, 2021  
Re: IT Hardware Acquisition – Council Chambers

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The purpose of this memorandum is to request City Council authorization for the acquisition of IT hardware necessary to support the City Council’s transition to a hybrid meeting environment. The hardware and costs to not reflect additional hardware and labor necessary for the Cable Studio to broadcast the hybrid meetings. An additional item will be submitted by the City Clerk’s office at a later date.

The devices will be distributed to City Council members and the City Clerk’s office. The procurement included proposals for the following hardware and quantities:

- Dell Latitude 7220 – 2-in-1 (14 units) with 5-year on-site service
- Dell Thunderbolt Docking Stations (2 units)
- Samsung CF390 Series Monitors (1 unit)

The City solicited proposals from GHE Technologies, SHI and Dataprise Inc. The City received two (2) responses:

Vendor	Dell 7320	Dell Docking Station	Samsung CF390	Total
GHE Technologies, Inc.	\$23,966.88	\$658.42	\$216.05	\$24,841.35
Dataprise Inc.	\$28,462.14	\$704.72	N/A	\$29,166.86

Based on the responses to the direct solicitation, the City Staff is requesting authorization to proceed with an acquisition of hardware from GHE Technologies Inc for an amount not to exceed \$25,000. Approval at this threshold will allow the City to proceed with acquisition of IT laptops, docking stations and monitors to be purchased directly from GHE Technologies.

Staff will be submitting a request to Finance to reimburse this expenditure against American Rescue Plan Act (APRA) funding.