

MEMORANDUM

TO: Governing Board Members
FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources
DATE: June 10, 2010
SUBJECT: Personal Computer Equipment Lease

Background:

On March 30, 2010, the District issued a Request for Quotation to lease personal computer equipment using the State of Florida Contract #250-040-08-1. The quotation included two options: 1) Vendor provides all installation services (vendor provides and manages deployment teams), and 2) District provides all installation services (District FTE procures contractors and manages deployment teams). The quotation was sent to three companies: Dell, Hewlett Packard and Lenovo. The lowest response for Option #1 was \$3,936,350 and the lowest response for Option #2 was \$3,234,758 plus the District's installation costs of \$587,858 for a total amount of \$3,813,614. Dell submitted the lowest response quotation meeting the requirements of the Request for Quotes for Option #2: District Provides Installation Services.

The time period for the lease is three years and will be \$472,967 less than what we are currently spending. We are requesting authorization for this project not to exceed \$4,500,000 to accommodate any new or changing employee requirements over the next three years. Approximately 2,500 personal computers will be replaced with this lease.

The lease price includes personal computer hardware/peripheral costs, computer maintenance, all leasing costs, personal property taxes, overhead, and profit. The leased computer equipment includes the following models: notebook, field notebook, convertible notebook tablet, workstation class desktop and workstation class notebook.

How this helps meet the District's 10-year Strategic Plan:

The personal computer lease provides the technology for District staff to support the 10-year Strategic Plan.

Funding Source:

The total amount for the three year period is not to exceed \$4,500,000 of which ad valorem funds in the amount of \$147,500 are budgeted in FY10, and the remainder is subject to Governing Board approval of the FY11 - FY13 budgets.

This Board item impacts what areas of the District, both resource areas and geography:

This item impacts the entire District.

What concerns could this Board item raise?

The quotation was restricted to state contract vendors. The state contract vendors have demonstrated the capability to adequately provide the services for the three year period.

Why should the Governing Board approve this item?

The leasing of computers allows us to spread the costs over a three year period while providing staff with the equipment necessary to perform work on District projects more efficiently and effectively. By replacing all personal computers at the same time, we reduce the number of different models to support, allowing for faster resolution of problems and streamlining the deployment of new services.

If you have any questions, please do not hesitate to call me at ext. 6351.

SCT/pw