



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 24-363

**Meeting Date:** 10/15/2024

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**TITLE:**

**COMPUTER SYSTEM REPLACEMENT PROGRAM**

**DEPARTMENT:** INFORMATION TECHNOLOGY

**PRESENTED BY:** STEVE ELY, DIRECTOR

**CONTACT INFORMATION:** STEVE ELY, DIRECTOR (714) 754-4891

**RECOMMENDATION:**

Staff recommends the City Council:

1. Approve the purchase of 60 desktop and 32 laptop computer systems in phase 1-of-3 to replace end-of-life computers.
2. Authorize the City Manager or designee to execute purchase orders with Dell and CDW-G in the amount of \$248,250.
3. Authorize the City Manager or designee to approve cost increases of up to 10% for each phase of the project in the event of rising equipment prices.

**BACKGROUND:**

On June 4, 2019, City Council approved the Computer System Replacement Program. The IT Department replaced 760 obsolete computer systems over three phases with the project being completed in 2022. The warranty for these computers expired in 2024. The obsolete devices are prone to issues and causes IT Staff to have to troubleshoot and/or make repairs as much as they can. In addition to dedicating time for repairs, parts may become out of production or too costly.

Computer Systems are the most heavily used pieces of equipment in the City, and replacing them with new, updated devices will allow employees to be more efficient in their daily duties and provide the assurance that data will not be lost due to aging equipment. In addition, the City has extended the manufacturer's warranty from 3 years to 5 years to ensure the systems perform over their expected lifespan of 5 years.

**ANALYSIS:**

The City's existing computer systems are outdated and need to be replaced based on a 5-year replacement schedule. This first of three phases would replace 60 desktop and 32 laptop computer systems. Repairing the devices is not dependable as parts may be discontinued, obsolete, or too costly to purchase. Technology changes rapidly, and the old devices will stop being supported by the

latest operating systems, applications, and the manufacturer. City Staff rely heavily on their computers for their daily duties and slow computers will affect their efficiency. New software or upgrades to current software may not be compatible with end-of-life computers and could pose a Cyber Security threat.

New computer systems will allow the City to keep pace with rapidly changing technologies, which will enhance efficiency, Cyber Security, productivity, and collaboration for Staff.

IT Staff recommends purchasing replacement computer systems from Dell, Inc. and CDW-G. Staff intends to purchase the equipment from Dell Marketing, L.P. and CDW-G through existing cooperative bids as permitted by Section 2-165(b)(5) of the Costa Mesa Municipal Code. Purchasing the equipment through the State's Participating Addendum meets all requirements set forth in the City of Costa Mesa's Purchasing Policy and ordinance and all requirements set forth by the State of California in regard to regional, state, and national cooperative purchasing agreements.

Dell utilizes the State of California's Participating Addendum (# 7-15-70-34-003) to the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Program Master Agreement. NASPO has established an approved vendor list following a nationwide competitive bid process.

CDW-G utilized the National IPA Technology Solutions (# 2018011) National IPA Technology Solution has established an approved vendor list following a nationwide competitive bid process.

These two processes ensure the City receives the lowest available pricing and meets the competitive bid process requirements. The IT Department is proposing Dell and CDW-G Microsoft equipment due to staff's experience when dealing with computer system equipment issues and their prompt and quality customer service.

### **ALTERNATIVES:**

City Council could choose not to approve this program; however, this is not recommended as the aging devices will cause a loss of productivity and increase the City's cost to maintain them.

### **FISCAL REVIEW:**

Phase 1-of-3 will replace approximately 9% of the City's computer systems at an estimated cost of \$248,250, which is available in the Fiscal Year 2024-25 Adopted Budget in the IT Replacement Fund (Fund 603).

### **LEGAL REVIEW:**

The City Attorney's Office has reviewed this agenda report and approved it as to form.

### **CITY COUNCIL GOALS AND PRIORITIES:**

This item supports City Council Goals and Core Values:

- Maintain and enhance the City's infrastructure, facilities, and equipment.
- Support Innovation, Collaboration, & Sustainability.

**CONCLUSION:**

Staff recommends the City Council:

1. Approve the purchase of 60 desktop and 32 laptop computer systems in phase 3-of-3 to replace end-of-life computers.
2. Authorize the City Manager or designee to execute purchase orders with Dell and CDW-G in the amount of \$248,250.
3. Authorize the City Manager or designee to approve cost increases of up to 10% for each phase of the project in the event of rising equipment prices.