

Finance Department
STAFF REPORT

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TO: Andrew P. Powers, City Manager

FROM: Jaime Boscarino, Finance Director

DATE: January 25, 2022

SUBJECT: Information Technology Equipment Replacement

RECOMMENDATION:

1. Authorize expenditure for CompuWave and C D W Government, Inc. in an amount not-to-exceed \$350,000 in FY 2021-22 for computer desktops, laptops, tablets, wireless access points, switches, and firewall replacements from A/C #001-3410-612-33-00 (Equipment Less than \$5,000).
2. Approve budget appropriation transfer in the amount of \$125,000 from A/C #001-3410-612-84-00 (Equipment \$5,000 or More) to A/C #001-3410-612-33-00 (Equipment Less than \$5,000) for FY 2021-22 computer equipment purchases.

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal cost for staff time is included in the Adopted FY 2021-22 General Fund Budget for computer equipment less than \$5,000, is fully offset by a budget appropriation transfer from equipment \$5,000 or more.

BACKGROUND:

The City's Information Technology (IT) division is responsible for technology equipment replacement for City staff at various City locations. Depending on the type of equipment, the average lifecycle is four to five years. Laptops and tablets are typically four years, with desktops, wireless access points, switches, and firewalls being five years. The City has approximately 550 desktops, laptops, and tablets. Additionally, the City has over 150 wireless access points, switches, and firewalls (e.g., infrastructure) with an average lifecycle of four to five years.

Computer equipment replacement takes place annually. Most desktops and laptop equipment were purchased from CompuWave, as they provided the best pricing. C D W Government, Inc. was highly competitive in their infrastructure equipment pricing. Both companies are trusted vendors that the City has purchased from in the past.

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DISCUSSION/ANALYSIS:

The City has approximately 170 desktops, laptops, and tablets that are due for replacement in FY 2021-22. There are an additional 100 wireless access points, switches, and firewalls that are due for replacement based on end of life or nearing end of life maintenance and support. With the ever-increasing cybersecurity risks, timely replacement of computer infrastructure equipment is imperative in the City's efforts to maintain their cybersecurity posture.

The IT division completed a competitive bid process for desktops and switches/infrastructure. CompuWave provided the best pricing for desktops and C D W Government, Inc. provided the best pricing for switches/infrastructure. CompuWave and C D W Government, Inc. are both well-established vendors and have been in business for several years.

COUNCIL GOAL COMPLIANCE:

Meets City Council Goal C:

- C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

PREPARED BY: Eddie Hughes, Information Technology Manager