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2019 MAR 14 AM 10:26

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Jamie Turbak  
Director of Library Services

**SUBJECT:** Resolutions to Purchase Library  
Microcomputer Workstations &  
Laptops

**DATE:** March 7, 2019

City Administrator Approval

Date:

3/14/19

## RECOMMENDATION

Staff Recommends That The City Council Approve The Following Resolutions:

- 1) Adopt A Resolution Authorizing The City Administrator To Award A Contract To PC Professional, The Lowest Responsible And Responsive Bidder, In An Amount Not-To-Exceed Two Hundred Seventy-Four Thousand Five Hundred Dollars (\$274,500.00) To Purchase Microcomputer Workstations For The Oakland Public Library In Accordance With Specification No. 17-204-00 / Request for Quotation (RFQ) 135501; And
- 2) Adopt A Resolution Authorizing The City Administrator To Award A Contract To Newport West Computers Inc, The Lowest Responsible And Responsive Bidder, In An Amount Not-To-Exceed One Hundred and Two Thousand Three Hundred Dollars (\$102,300.00) To Purchase Laptops For The Oakland Public Library In Accordance With Specification No. 17-204-00 / Request for Quotation (RFQ) 136480.

## EXECUTIVE SUMMARY

Adoption of the resolutions will authorize the City Administrator, using Measure D Library parcel tax revenue (Fund 2243), to award a contract to PC Professional, in an amount not-to-exceed \$274,500 to purchase 280 microcomputer workstations; and to award a contract to Newport West Computers Inc., in an amount not-to-exceed \$102,300 to purchase 88 laptops for the Oakland Public Library (OPL).

## BACKGROUND / LEGISLATIVE HISTORY

Microcomputer workstations are essential tools used for day-to-day Library operations. Existing Library staff workstations were purchased in 2011 and no longer perform well. Replacing outdated workstations will increase efficiency and productivity for Library staff and result in improved service for OPL patrons.

Item: \_\_\_\_\_  
Life Enrichment Committee  
March 19, 2019

Laptops are made available to the public for use inside the library, extending free public access to computers with efficient and flexible use of space, and are used by staff to provide library service at community events and meetings outside of the library. This purchase will replace laptops purchased 2009-2014 that no longer perform well, and expand the number of laptops available, resulting in improved service for OPL patrons.

**ANALYSIS AND POLICY ALTERNATIVES**

***Resolution 1) 280 Microcomputer Workstations***

On December 18, 2018, the City's Purchasing Department sent Request for Qualification (RFQ) 135501 for 280 microcomputer workstations to 43 prospective bidders. This opportunity was posted on the City's contracting opportunities webpage and advertised in the City's official newspaper in accordance with Oakland Municipal Code ("OMC") section 2.04.050.A

The bidding period closed on January 11, 2019 and 9 responses were considered (**Attachment A**). An Oakland-based company, PC Professional, was deemed the lowest responsible and responsive bidder.

Approval of this resolution will allow the City Administrator to award a contract to PC Professional in an amount not-to-exceed \$274,500, for the purchase of 280 microcomputer workstations for the Oakland Public Library.

***Resolution 2) 88 Laptops***

On January 31, 2019, the City's Purchasing Department sent RFQ 136480 for 88 laptops to 46 prospective bidders. This opportunity was posted on the City's contracting opportunities webpage and advertised in the City's official newspaper in accordance with OMC section 2.04.050.A

The bidding period closed on February 22, 2019 and 10 responses were considered (**Attachment B**). Newport West Computers Inc. (Orange CA), was deemed the lowest responsible and responsive bidder.

Approval of this resolution will allow the City Administrator to award a contract to Newport West Computers Inc. in an amount not-to-exceed \$102,300, for the purchase of 88 laptops required, as follows:

**FISCAL IMPACT**

***Resolution 1) 280 Microcomputer Workstations***

**1: Total Cost by Cost Element for Microcomputer Workstations**

Cost Element	Amount
PC Professional: 280 Microcomputer Workstations	\$251,200
9.250% Sales Tax	\$23,300
<b>Total</b>	<b>\$274,500</b>

Item: \_\_\_\_\_  
Life Enrichment Committee  
March 19, 2019

**2: Source of Funding for Microcomputer Workstations**

Funding Source	Cost Element	Amount
Measure D: Parcel Tax to Maintain, Protect & Improve Lib. Svcs. Fund (2243); OPL Computer Svcs. Organization (61131); Minor Computer Hardware & Software (52213); Project 1000013	PC Professional: 280 Microcomputer Workstations	\$251,200
Measure D: Parcel Tax to Maintain, Protect & Improve Lib. Svcs. Fund (2243); OPL Computer Svcs. Organization (61131); Minor Computer Hardware & Software (52213); Project 1000013	9.250% Sales Tax	\$23,300
<b>Total Funding</b>		<b>\$274,500</b>

This bid from PC Professional is good for ninety (90) days from the close date of January 11, 2019 and will expire on April 11, 2019.

**Resolution 2) 88 Laptops**

**1: Total Cost by Cost Element for Laptops**

Cost Element	Amount
Newport West Computers Inc: 88 Laptops	\$93,600
9.250% Sales Tax	\$8,700
<b>Total</b>	<b>\$102,300</b>

**2: Source of Funding for Microcomputer Workstations**

Funding Source	Cost Element	Amount
Measure D: Parcel Tax to Maintain, Protect & Improve Lib. Svcs. Fund (2243); OPL Computer Svcs. Organization (61131); Minor Computer Hardware & Software (52213); Project 1000013	Newport West Computers Inc.: 88 Laptops	\$93,600
Measure D: Parcel Tax to Maintain, Protect & Improve Lib. Svcs. Fund (2243); OPL Computer Svcs. Organization (61131); Minor Computer Hardware & Software (52213); Project 1000013	9.250% Sales Tax	\$8,700
<b>Total Funding</b>		<b>\$102,300</b>

This bid from Newport West Computers Inc. is good for ninety (90) days from the close date of February 22, 2019 and will expire on May 22, 2019.

## **PUBLIC OUTREACH / INTEREST**

### ***280 Microcomputer Workstations***

RFQ 135501, for 280 microcomputer workstations, was sent to 43 prospective bidders. This opportunity was posted on the City's contracting opportunities webpage and advertised in the City's official newspaper in accordance with OMC section 2.04.050A

### ***88 Laptops***

RFQ 136480, for 88 laptops, was sent to 46 prospective bidders. This opportunity was posted on the City's contracting opportunities webpage and advertised in the City's official newspaper in accordance with OMC section 2.04.050A

## **COORDINATION**

The Library Department worked with the Information Technology Department to develop the RFQ specifications. This report and legislation have been reviewed by the Controller's Bureau.

## **SUSTAINABLE OPPORTUNITIES**

***Economic:*** Both of the respective lowest responsible and responsive bidders have a valid City of Oakland Business Tax Certificate. The award of these contracts will yield business tax revenues to the City of Oakland.

***Environmental:*** The award of these two contracts comply with the City's Environmentally Preferable Purchasing Program. These include laptop and microcomputer workstations that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" in the Institute of Electrical and Electronics Engineers (IEEE) 1680 Standard for the Environmental Assessment of Personal Computer Products. Additionally, current workstations and laptops tend to use less energy than their older counterparts.

***Social Equity:*** The services of the Oakland Public Library are available at no charge to all residents of all ages and races to acquire knowledge and develop skills they need towards equity in educational, employment, housing, entertainment and engagement opportunities.


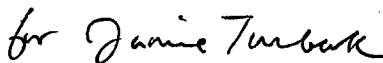
**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Approve The Following Resolutions:

- 1) Adopt A Resolution Authorizing The City Administrator To Award A Contract To PC Professional, The Lowest Responsible And Responsive Bidder, In An Amount Not-To-Exceed Two Hundred Seventy-Four Thousand Five Hundred Dollars (\$274,500.00) To Purchase Microcomputer Workstations For The Oakland Public Library In Accordance With Specification No. 17-204-00 / Request for Quotation (RFQ) 135501; And
- 2) Adopt A Resolution Authorizing The City Administrator To Award A Contract To Newport West Computers Inc, The Lowest Responsible And Responsive Bidder, In An Amount Not-To-Exceed One Hundred and Two Thousand Three Hundred Dollars (\$102,300.00) To Purchase Laptops For The Oakland Public Library In Accordance With Specification No. 17-204-00 / Request for Quotation (RFQ) 136480.

For questions regarding this report, please contact Nina Lindsay, Acting Associate Library Director, at 510-238-6706.

Respectfully submitted,

Jamie Turbak  
Jamie Turbak  
Director of Library Services

Attachments (2)

Attachment A: 280 Microcomputer Workstations Bidders Considered

Attachment B: 88 Laptops Bidders Considered

ATTACHMENT A

280 Microcomputer Workstation: Responsive Bids Received & Considered

Sr. No.	Item	Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4		Bidder No. 5		Bidder No. 6		Bidder No. 7		Bidder No. 8		Bidder No. 9	
		Company	Total	Company	Total	Company	Total	Company	Total	Company	Total	Company	Total	Company	Total	Company	Total	Company	Total
1	HP Non-Standard, Cesium 22 Workstation	PC PROFESSIONAL 109186 Oakland, CA 508-874-2861	\$151,667.00	NEWPORT WEST COMPUTERS INC 109221 Orange, CA 888-979-5678	\$289,500.00	DALTEX INC 109243 LA, CA 626-560-1314	\$317,419.20	3P INTERNATIONAL INC 109232 King, NY 718-768-8800	\$326,292.40	HYPERTEL USA INC 109216 Tempe, AZ 888-737-0456	\$334,990.40	ONE OFFICE SUPPLY, INC. 109225 Westborough, MA 717-761-4216	\$341,040.00	AVENTS SYSTEMS INC 109238 Columbia, MD 886-528-9811	\$383,800.00	RETS 109233 Redlands, CA 626-345-1297	\$325,840.00	ANSA CORP SOLUTIONS INC 109239 Evanston, IL 312-733-8276	\$541,665.60
	Small local vendor	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
	Outland vendor	YES	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00
	<b>CALCULATIONS</b>																		
	SUBTOTAL	\$251,667.00	\$289,500.00	\$317,419.20	\$326,292.40	\$334,990.40	\$341,040.00	\$383,800.00	\$426,330.00	\$471,980.80	\$517,030.40	\$568,080.00	\$619,120.00	\$670,170.00	\$721,220.00	\$772,270.00	\$823,320.00	\$874,370.00	\$925,420.00
	9.150% SALES TAX	\$ 23,212.30	\$ 26,123.75	\$ 29,361.18	\$ 30,182.05	\$ 30,892.16	\$ 31,546.20	\$ 32,401.60	\$ 33,262.40	\$ 34,123.20	\$ 34,984.00	\$ 35,844.80	\$ 36,705.60	\$ 37,566.40	\$ 38,427.20	\$ 39,288.00	\$ 40,148.80	\$ 41,009.60	\$ 41,870.40
	SMALL LOCAL VENDOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	OAKLAND VENDOR	\$ 46,819.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	EVALUATION TOTAL	\$361,700.14	\$315,623.75	\$346,780.40	\$356,474.45	\$365,882.56	\$375,576.20	\$384,674.56	\$394,368.80	\$403,467.16	\$412,565.60	\$421,664.00	\$430,762.40	\$439,860.80	\$448,959.20	\$458,057.60	\$467,156.00	\$476,254.40	\$485,352.80
	GRAND TOTAL	\$274,392.30	\$309,722.75	\$346,780.40	\$356,474.45	\$365,882.56	\$375,576.20	\$384,674.56	\$394,368.80	\$403,467.16	\$412,565.60	\$421,664.00	\$430,762.40	\$439,860.80	\$448,959.20	\$458,057.60	\$467,156.00	\$476,254.40	\$485,352.80

ATTACHMENT B

88 Laptops: Responsive Bids Received & Considered

RFQ 136480 MGP 17-204-00		Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4		Bidder No. 5		Bidder No. 6		Bidder No. 7		Bidder No. 8		Bidder No. 9		Bidder No. 10	
Vendor		NEWPORT WEST COMPUTERS INC		OO OFFICE SUPPLY, INC.		AVENIS SYSTEMS INC		NEWTEC SOLUTIONS INC		B & H PHOTO & ELECTRONICS CORP		CDW-G		ACORAMA		SUTECH INC		DILTEX INC		PC PROFESSIONAL	
Location		E10244 Orange, CA		110299 Mechanicsburg, PA		E10220 Cobb, GA		110291 Fremont, CA		110300 New York, NY		110293 Chicago, IL		210297 New York, NY		110252 Fremont, CA		110303 LA, CA		110282 Oakland, CA	
Telephone		888-979-5678		717-763-4216		886-528-9313		510-353-9070		510-238-2151		877-603-6330		212-791-0401		510-490-0256		626-960-1334		510-874-5861	
Small local vendor		no		no		no		no		no		no		no		no		no		no	
Oakland vendor		no		no		no		no		no		no		no		no		no		yes	
Item	Qty	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total	\$ -	Total
Lenovo T430 Laptops	88	\$1,057.15	\$93,029.20	\$1,076.00	\$94,688.00	\$1,108.00	\$96,800.00	\$1,161.78	\$102,236.64	\$1,065.00	\$102,530.00	\$1,174.01	\$103,392.88	\$1,195.95	\$105,241.60	\$1,225.00	\$107,800.00	\$1,285.20	\$113,097.60	\$1,395.00	\$122,760.00
Recycling Fee (88 units x \$6)	88	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00	\$6.00	\$528.00
<b>CALCULATIONS</b>																					
SUBTOTAL			\$93,557.20		\$95,216.00		\$97,328.00		\$102,764.64		\$103,048.00		\$103,920.88		\$105,771.60		\$108,328.00		\$113,625.60		\$123,288.00
9.250% SALES TAX			\$ 8,605.20		\$ 8,758.64		\$ 8,954.00		\$ 9,456.89		\$ 9,483.00		\$ 9,556.44		\$ 9,735.03		\$ 9,971.50		\$ 10,461.53		\$ 11,353.30
SMALL LOCAL VENDOR			\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .
OAKLAND VENDOR			\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ .		\$ (3,366.08)
EVALUATION TOTAL			\$102,162.40		\$103,974.64		\$106,282.00		\$112,221.53		\$112,531.00		\$113,397.32		\$115,506.63		\$118,299.50		\$124,087.13		\$131,377.22
GRAND TOTAL			\$102,162.40		\$103,974.64		\$106,282.00		\$112,221.53		\$112,531.00		\$113,397.32		\$115,506.63		\$118,299.50		\$124,087.13		\$131,643.30

2019 MAR 14 AM 10: 26

# OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO AWARD A CONTRACT TO PC PROFESSIONAL, THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY-FOUR THOUSAND FIVE HUNDRED DOLLARS (\$274,500.00) TO PURCHASE MICROCOMPUTER WORKSTATIONS FOR THE OAKLAND PUBLIC LIBRARY IN ACCORDANCE WITH SPECIFICATION NO. 17-204-00 / REQUEST FOR QUOTATION 135501**

**WHEREAS**, Replacement microcomputer workstations are required for Oakland Public Library to perform day-to-day operations; and

**WHEREAS**, On December 18, 2018, in accordance with Oakland Municipal Code (OMC) section 2.04.050.A, the City issued and advertised Specification 17-204-00 / Request for Quotation ("RFQ") No. 135501 to provide 280 workstations for Oakland Public Library to replace workstations purchased in 2011; and

**WHEREAS**, On January 11, 2019 the City Clerk received and opened 9 bids in response to Specification 17-204-00 / RFQ No. 135501; and

**WHEREAS**, The bid submitted by PC Professional, an Oakland-based vendor, was deemed to be the lowest responsible and responsive bidder and meets all of the requirements contained in Specification 17-204-00 / RFQ No. 135501; and

**WHEREAS**, Funds will be encumbered in Measure D: Parcel Tax to Maintain, Protect & Improve Library Services Fund (2243); Automation (61131); Minor Computer Hardware & Software (52213); Administrative Project 1000013; now, therefore be it

**RESOLVED:** That the City Administrator is hereby authorized to award a contract to PC Professional, the lowest responsible and responsive bidder, in an amount not to exceed two hundred seventy-four thousand five hundred dollars (\$274,500) to purchase microcomputer workstations for the Oakland Public Library, in accordance with specification no. 17-204-000 / RFQ 135501; and be it



**FURTHER RESOLVED:** That the City Council hereby rejects all other bids submitted in response to RFQ 135501.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND  
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California