

Item # 3-1B

**City of Carson City
Agenda Report**

Date Submitted: January 29, 2008

Agenda Date Requested: February 7, 2008

Time Requested: Consent

To: Mayor and Supervisors

From: Purchasing & Contracts

Subject Title: Action to determine that Contract No. 0708-104 is a contract for hardware and associated peripheral equipment and devices for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-104 a request to enter into a price agreement with Insight Public Sector, Inc. through January 31, 2009

Staff Summary: This contract will allow the Information Technology Department to purchase hardware from Insight Public Section, Inc.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to determine that Contract No. 0708-104 is a contract for hardware and associated peripheral equipment and devices for computers and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-104 a request to enter into a price agreement with Insight Public Sector, Inc. through January 31, 2009

Explanation for Recommended Board Action:

Here are staff's reasons for utilizing Insight Public Sector, Inc.:

- o overall low prices,
- o their proven ability to deliver products in a timely manner,
- o the positive relationship staff has established with Insight over the past few years
- o they are a top five IBM and HP reseller,
- o they offer on-line ordering and status information, and
- o they are stable, well-established. and a high-volume company.

This agreement with Insight Public Sector, Inc. will compliment our membership in the Western

States Contracting Alliance (WSCA) by increasing our purchasing options while insuring low prices in the future.

Pursuant to NRS 332.115 subsection (1) (g) and Section 4.4.3 of the Carson City Resolution #1990-R71, staff is requesting the Board of Supervisors declare that this contract is not adapted to award by competitive bidding.

NRS 332.115 Exceptions to requirements for competitive bidding; Contracts not adapted to award by competitive bidding; purchase of equipment for use by local law enforcement agency; purchase of goods commonly used by hospital.

1. Contracts which by their nature are not adapted to award by competitive bidding, including contracts for:

(g) Hardware and associated peripheral equipment and devices for computers;

are not subject to the requirements of this chapter for competitive bidding as determined by the governing body or its authorized representative.

Applicable Statute, Code, Policy, Rule or Regulation: Nevada Revised Statute 332.115 subsection (1) (g)

Fiscal Impact: This contract will be used City-wide and each department budgets their own purchases.

Explanation of Impact: This contract will be used City-wide and each department budgets their own purchases.

Funding Source: This contract will be used City-wide and each department budgets their own purchases.

Supporting Material: Price Agreement for IBM/Lenovo and Hewlett Packard Product Lines dated December 12, 2007

Prepared By: Cheryl Adams, Purchasing & Contracts Manager

Reviewed By: <u>Kevin Haggerty</u>	Date: <u>1/29/08</u>
(Information Technology)	
<u>[Signature]</u>	Date: <u>1-29-08</u>
(City Manager)	
<u>Maureen Burkett</u>	Date: <u>1-29-08</u>
(District Attorney)	
<u>[Signature]</u>	Date: <u>1-29-08</u>
(Finance Director)	

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Insight. PUBLIC SECTOR

December 12, 2007

Cheryl Adams, Purchasing & Contracts Manager
Carson City Purchasing & Contracts
201 North Carson Street, Suite 11
Carson City, NV 89701

Re: Price Agreement for IBM/Lenovo and Hewlett Packard Product Lines

Dear Ms. Adams:

Insight Public Sector, Inc. (IPS) is pleased to enter into a Price Agreement with Carson City for a period of one year. The pricing structure as outlined below shall remain fixed for the term of February 1, 2008 through January 31, 2009.

IBM Servers, Storage & Printer Categories	IPS Standard Purchase Cost plus 5.01%
Lenovo PCs, Workstations & Notebook Categories	IPS Standard Purchase Cost plus 5.01%
IBM/Lenovo Accessories & Consumables Categories	IPS Standard Purchase Cost plus 10.01%
Hewlett Packard PCs, Printers, Workstations & Notebooks Categories	IPS Standard Purchase Cost plus 5.01%
Hewlett Packard Accessories & Consumables Categories	IPS Standard Purchase Cost plus 10.01%

Wherein there is negotiated contract pricing available under the terms and conditions of contract vehicles such as WSCA or GSA, IPS will offer the lesser of price pursuant to either the aforementioned pricing structure or that contract vehicle.

To best serve Carson City, your primary contacts for this Price Agreement will remain:

Marlene Chavarria, Account Executive
P: 800-467-4448 ext. 5940
F: 480-760-7611
E: marlene.chavarria@insight.com

Brian Louderback, District Sales Manager
P: 800-467-4448 ext. 5703
F: 480-760-8387
E: brian.louderback@insight.com

Please do not hesitate to contact Dawn Bielski, Contracts Manager, at 800-321-2437 ext. 6849 or dawn.bielski@insight.com should you have any questions or concerns regarding this contract.

Thank you for your continued business.

Sincerely,



Brian Hicks
Vice President

Cc: Kevin Haggerty, Director of Information Services

444 Scott Drive
Bloomington, IL 60108
630.924.6700