

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 11, 2012**

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Bid Number 11-12/20 Purchase of Personal Computer Desktops and Laptops for the District.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval to accept bid from EDX Information Systems Personal to provide Computer Desktops and Laptops for a one year period.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Based on prior fiscal year purchases of desktops and laptops, it was projected that purchases for the fiscal year required competitive bidding in an effort to achieve cost savings.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Projected cost savings based upon spending.

BACKGROUND/ANALYSIS:

Several meetings were held with the Network Coordinators from Laney, Merritt, Alameda, and Berkeley Colleges and David Imada, Purchasing and Tony Tortorice, IT to collaborate on creating generic specifications for three types of desktops and laptops. Mutual consensus was reached on specifications for a high end desktop and laptop, a middle end desktop and laptop, and a low end desktop and laptop which exceed the current technology needs of the District and the colleges. In addition, extended warranties and accidental damage protection plans were part of the specifications.

The final technical specifications and requirements were accepted by all parties and were included in Bid No.11-12/20, which was published in the required bay area newspapers' legal advertisement sections. The advertisement was published on May 28, 2012, and June 5, 2012, with a bid response deadline of June 20, 2012, by 2:00 p.m.

The bidders were instructed to provide a single lump sum bid per each specification and requirement, which was to include fees for sales tax, shipping, extended warranty, extended accidental damage protection, and a Microsoft Windows operating software license.

An addendum was created and posted to Purchasing's webpage to extend the bid response deadline to June 28, 2012, by 2:00 p.m. A bid opening was held on July 28, 2012 at 2:01 p. m. and the bids time stamped and recorded on a Bid Tabulation Form at the Purchasing Department. The bids were publically opened by David Imada, announced, and recorded by Sylvia Cortez.

On August 6, 2012, a formal memorandum request to clarify the submitted bids was emailed to all vendors that submitted a bid asking each bidder to confirm that the lump sum bid prices for each type of desktop and laptop configuration contained sales tax, shipping, a Microsoft Windows operating software license, an extended 5 year on site and next day warranty, and an extended 5 year accidental damage protection plan. If the previously submitted bid did not include the above fees, the bidder was asked to provide the additional fees for each expense that was not included in the original lump sum bid or to confirm that the any of the requirements was available through the bidder. The submitted information was reviewed and the resultant final bids include the additional expenses, if any, and the unchanged initial base bid prices. The final lump sum bids are shown in the following table:

Type	EDX	CORE	CDI Computers	Computerland
High End Desktop	\$1,995.61	\$2,906.67	No bid	\$1,520.43
High End Laptop	\$2,164.13	\$2,349.75	No bid	\$2,456.62
Mid End Desktop	\$866.84	\$816.27	No bid	\$991.38
Mid End Laptop	\$1,278.08	\$1,503.38	No bid	\$1,745.76
Low End Desktop	\$681.37	\$628.46	\$384.00	\$805.72
Low End Laptop	<u>\$904.09</u>	<u>\$1,122.74</u>	<u>\$490.67</u>	<u>\$1,170.52</u>
Lump Sum Bid Totals	\$7,890.12	\$9,327.27	\$874.67	\$8,690.43

CDI Computers did not bid on four of the specified items and also submitted Refurbished equipment, which did not meet the required specifications. Computerland of Silicon Valley did not meet the requirement of providing Accidental Damage Protection for desktops. Therefore the bids of CDI Computers and Computerland of Silicon Valley were deemed non-responsive.

DELIVERABLES/SCOPE OF WORK:

Purchase of desktops and laptops at the submitted prices valid for one year.

ANTICIPATED COMPLETION DATE:

Ongoing for one year.

ALTERNATIVES/OPTIONS:

N/A

EVALUATION AND RECOMMENDED ACTION:

Approve and accept bid from EDX Information Systems Personal to provide Computer Desktops and Laptops for a one year period.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES X _____ No _____

District and all Colleges

COMMENTS:

District and College IT representatives agreed on a standardization of desktop and laptop specifications and configurations to ensure that the technological requirements of the requesters were met. It is not in the best interests of the District or the Colleges to award a longer term due to changes in technology.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

Vice Chancellor Gerhard

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: *José M. Ortiz*
José M. Ortiz, Chancellor

Date: 9-4-12