

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the City Council:**

**SUBJECT: Communications and Information Technology – Authorize  
purchase order for computer software.**

**Expenditure: Not to exceed \$60,300.**

**RECOMMENDATION**

Recommendation of the Information Technology Director that City Council authorize an annual purchase order with CompuCom Systems, Inc. of Dallas, TX for Microsoft computer software on an as-needed basis for an amount not to exceed \$60,300 for the period of July 1, 2012, to June 30, 2013.

**Funding**

Funding is available in the PC Replacement Fund, Capital Projects, and departmental operating budgets.

**BACKGROUND**

In July 1997 the City Council adopted an ordinance (Section 22.3.19 of the Torrance Municipal Code) that created an exemption from formal bidding for the purchase of computing and networking hardware and software. The exemption was meant to allow the City to develop a relationship with a small number of vendors with the intent of motivating vendors to provide better equipment, lower prices, and a higher level of customer service. This ordinance has greatly improved the service provided by selected vendors to remain on the City's preferred listing.

The Communications and Information Technology department performed a full evaluation of CompuCom Systems, Inc., Hewlett-Packard, Inc., and QuickBuys, Inc. computer software for the annual computer software purchase order and determined that CompuCom Systems, Inc. is the lowest responsible bidder meeting the City's software specifications.

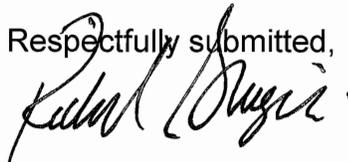
## ANALYSIS

Prior to each new fiscal year, Information Technology staff meets with departments to evaluate the required Microsoft and other computer software requirements for the upcoming fiscal year. The Communications and Information Technology Department, in conjunction with the Purchasing Division, sent a Request or Quotation (RFQ) #2013-002/004 to six software providers. The RFQ asked vendors to quote pricing for 23 line items of various Microsoft computer software. Each line item had a minimum quantity of one or a maximum quantity based on the anticipated usage over the next fiscal year. The not-to-exceed amount requested is less than the bid amount as it is based on projected spending. Actual purchases of software line items and quantities are on an as-needed basis. All software is delivered electronically so quotes do not include sales tax. The City received a response from three vendors as follows:

Vendor	Total Price
CompuCom Systems, Inc. Dallas TX	\$127,474.86
Hewlett-Packard, Inc. Rio Rancho NM	\$134,163.67
QuickBuys, Inc. dba Always Bi-Rite Sunland, CA	\$141,687.87

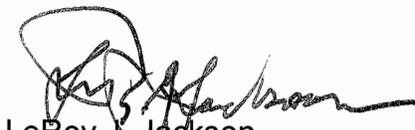
It is recommended that the City Council authorize the purchase of Microsoft computer software on an as-needed basis from CompuCom Systems, Inc. for the period of July 1, 2012 to June 30, 2013 in an amount not-to-exceed \$60,300.

Respectfully submitted,



RICHARD SHIGAKI  
Information Technology Director

CONCUR:



LeRoy J. Jackson  
City Manager