

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

**Members of the City Council:**

**SUBJECT:** Communications and Information Technology - Authorize annual purchase order for computer hardware and software with Dell Computers, Inc.  
**Expenditure:** Not-to-exceed \$800,000

**RECOMMENDATION**

Recommendation of the Information Technology Director that City Council authorize an annual purchase order with Dell Computers, Inc., for personal computers, servers, laptops, and other miscellaneous related hardware and software for an amount not-to-exceed \$800,000.

**Funding**

Funding is available in the Computer Replacement Fund.

**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 single vendor with the intent of motivating that vendor to provide better equipment, lower prices, and a higher level of customer service. Purchasing computers based solely on price reduced service levels in subsequent years when vendors were not retained. The City performs a full evaluation of vendors every four to five years and evaluates the vendor quarterly after a selection is made. Dell was the company we selected for PC, server, laptop, and monitor purchases.

As part of the City's effort to purchase environmentally friendly products, the Communications and Information Technology (CIT) department will use the Electronic Product Environmental Assessment Tool (EPEAT) to evaluate computer desktops, laptops, and monitors. In 2006, the U.S. Environmental Protection Agency (EPA) awarded the Green Electronic Council \$375,000 to identify "green computers". EPEAT was created as an easy-to-use system to help purchasers deal with the technical complexities of determining which computers, laptops, and monitors are actually environmentally preferable. The EPEAT system is based on a set of voluntary environmental performance criteria designated by the Institute of Electrical and Electronics Engineers, Inc. (IEEE) 1680 American National Standard for the Environmental Assessment of Personal Computer Products standard. There are 23 required criteria and 28 optional criteria for the manufacturers to meet. The criteria categories are as follows:

- Reduction/Elimination of Environmentally Sensitive Materials (3 required; 8 optional)
- Material Selection (3 required; 3 optional)
- Design for End of Life (6 required; 5 optional)
- Product Longevity/Life Extension (2 required; 2 optional)
- Energy Conservation (1 required; 3 optional)
- End of Life Management (2 required; 1 optional)
- Corporate Performance (3 required; 2 optional)
- Packaging (3 required; 4 optional)

EPEAT ranks products in three tiers of environmental performance:

EPEAT Rating	Criteria
Bronze	Products meeting 23 required criteria
Silver	Products meeting all 23 required criteria and at least 14 optional criteria.
Gold	Products meeting all 23 required criteria and at least 21 optional criteria.

Manufacturers use an online registration process to identify which criteria each of their products meets. Products are then listed on the EPEAT database at <http://www.EPEAT.net>. The Green Electronics Council, an independent non-profit organization that operates the EPEAT system, periodically reviews products to ensure they meet the stated criteria. The reviews can range from a thorough review of all supporting documents to a more aggressive physical disassembly of products to determine compliance.

## ANALYSIS

In 2007, the Communications and Information Technology Department, in conjunction with the Purchasing Division, sent a Request for Quote (RFQ) for a personal computer (PC) to the four major PC manufacturers (Dell, Lenovo/IBM, HP/Compaq, and MPC/Gateway). Dell was selected on the basis of hardware performance test results, industry standards and services provided, overall support ratings, and experiences during the past year. The current cost of a standard Dell PC is \$1,242.05 which includes a 19" flat panel liquid crystal display (LCD) monitor, all environmental disposal fees, five-year warranty, delivery to Torrance, and sales tax.

Staying with Dell positively leverages the technical support knowledge and experience our staff has obtained in working with Dell during the past four years. With increased reliability in hardware performance and the projected longer service life of Dell

equipment, the City has set a replacement cycle of new computers and servers to five years, with laptops and specialty computers at four years.

For computer desktops, laptops, and monitor purchases the City will require that all equipment has achieved Bronze registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT). EPEAT is a procurement tool designed to help institutional purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based IEEE Standard for the Environmental Assessment of Personal Computer Products (1680).

The City's current standard computer selections:

Current City Standards	EPEAT Rating
Computer - Dell Energy Smart Optiplex 755SFF	Gold Level
Monitor - Dell 1907 FPV	Silver Level
Laptop - Dell Latitude D830	Silver Level

Anticipated purchases include:

Personal Computers (Replacements)	278
Personal Computers (New)	15
Laptops (Replacements)	65
Laptops (New)	5
Servers (Replacements)	5
Servers (New)	10

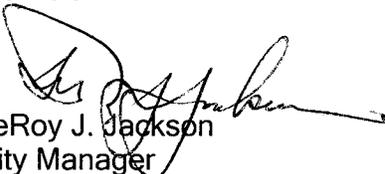
Dell has performed well during the last four years and, based on current pricing, continues to be competitive. The City-selected Dell products meet the EPEAT silver criteria level or better for "green" computers. It is recommended that City Council authorize a purchase order with Dell Computers, Inc., in an amount not-to-exceed \$800,000.00.

Respectfully submitted,



RICHARD SHIGAKI  
Information Technology Director

CONCUR:



LeRoy J. Jackson  
City Manager