
TO: CITY MANAGER **DATE:** 2020 December 01

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFP #253-12/19

**SUBJECT: CONTRACT AWARD
SUPPLY, DELIVERY AND MAINTENANCE OF COMPUTER
HARDWARE AND SERVICES**

PURPOSE: To obtain Council approval to award a contract for the supply, delivery and maintenance of computer hardware and services.

RECOMMENDATION:

1. **THAT** Council approve award of a contract to Microserve Business Computer Services ("Microserve") in the amount of \$1,596,100.00 including GST and PST in the amount of \$171,010.71 as outlined in this report.

REPORT

Four submissions following a Request for Proposal (RFP) were received by the closing time on 2020 August 27. The scope of work for this contract includes the supply and delivery of desktop and laptop computers, monitors, maintenance, and disposal services. This contract will help the IT Department to continue with the annual Desktop Replacement Program to keep the City's desktop fleet up-to-date and to procure new devices at discounted prices. This contract award is for a three year period from 2021 January 01 to 2023 December 31, with up to two optional one year extensions at the discretion of the City.

Based on the RFP evaluation criteria consisting of qualifications and experience, technical and sales support, and pricing, Microserve received the highest overall scoring.

City staff have negotiated an agreement in principle on the business terms, and are working to finalize the balance of the contract language. Staff have confidence in the overall negotiations at this time that a contract will be finalized in short order.

The recommended proponent, Microserve, has previously performed similar work in the past with a proven track record of performance and reliability to the satisfaction of City staff. Review by City staff indicates that Microserve has the necessary equipment and personnel to successfully complete the work required under this contract. The Chief Information Officer concurs with this recommendation.

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Capital funding for the 2021 component is provided under the following capital projects: AEC.0032 (\$639,300) and AEY.2021 (\$885,700). Funding will be secured annually based on estimated costs for that year for components of the contract, and such amounts will be included in the 2021 – 2025 Financial Plan. Funding for 2021 is already in place, and funding for 2022 will be requested in 2021 September.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:SD / ew:md

Copied to: Chief Information Officer