

Report to Council

Report Title: Computer Replacement

Prepared By: Trish Serratore, Chief Financial Officer

Department: Finance

Date: September 22, 2020

Report Number: FIN2020-30 **File Number:** C11FIN, F18

Attachments: MicroAge Quote,
Joy Source for Sports Quote

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number FIN2020-30 – Computer Replacement, prepared by Trish Serratore, Chief Financial Officer and in doing so authorizes staff to proceed with the purchase of 21 units from MicroAge Computers as a per unit price of \$894.00 per unit and further that the old units are declared surplus and disposed of in accordance with the Surplus of Assets Policy.

Report:

Background:

Council is aware of the need for computer replacement as a result of the September 8, 2020 Closed Report.

For amounts within this range two written quotes are required as outlined in the Purchase and Procurement Policy, section 6.1 Information Quotation Purchases:

The Department Head shall be accountable for all purchases of goods and services and be prepared to justify purchases up to \$10,000. For expenditures ***exceeding \$10,000.00 and less than \$25,000.00***, Department Heads shall obtain at ***least two (2) written quotations whenever possible***. Bid documents and specifications (as applicable) can be issued and received by e-mail and/or fax transmission

Analysis:

There are currently 23 units that require upgrading. Staff have reviewed these units and believe only 21 units are required at this time. Staff requested a quote from three organizations, MicroAge, the Municipality's current IT service provider, Joy Source for Sports and HDTV. Attached are the two quotes that were received, HDTV indicated that they were unable to provide a quote as they do not sell computers.

Although both quotes are very close in price, MicroAge was ultimately the lowest price at \$894 per unit. MicroAge also included computer screens, at this time the municipality does not need to replace any of the screens, therefore, staff will not need to proceed with that portion of the quote.

MicroAge is the IT provider for the municipality and has provided exceptional service over the years. MicroAge would be responsible for the installation and servicing of these units. MicroAge would also service the units should staff identify any issues or need to submit a warranty claim (if required). Staff are recommending that Council accept the quote from MicroAge at \$894/unit and declare the old units as surplus items and proceed with the proper disposal of these units. Staff would request that MicroAge remove all software and data and reset to the manufacturer’s settings prior to disposal.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- | | |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy? | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity? | N/A |
| • Do the recommendations contribute to Environmental Integrity? | N/A |
| • Do the recommendations contribute to the Social Equity? | N/A |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

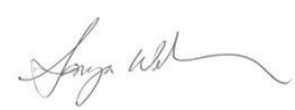
Computer replacement was included in the 2020 Budget in the amount of \$25,000

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer

Reviewed By:



Sonya Watson, Chief Administrative Officer