

Agenda Report

May 7, 2018

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH IMPEX TECHNOLOGIES, INC. FOR VIRTUAL DESKTOP INFRASTRUCTURE LIFECYCLE HARDWARE REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$258,020

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3); and
2. Accept the bid dated April 24, 2018 submitted by IMPEX Technologies, Inc. in response to specifications for Virtual Desktop Infrastructure Lifecycle Hardware Replacement; ii) reject all other bids received; and iii) authorize the issuance of a purchase order contract in an amount not to exceed \$258,020, which includes the base contract amount of \$234,564, and a contingency of \$23,456 to provide for any necessary change orders.

BACKGROUND:

The Department of Information Technology is responsible for citywide technical operations and support services of the computer server systems including the virtual desktop infrastructure (VDI). Unlike conventional PCs, VDI delivers the desktop computing experience to City staff hosted from the City's data center using powerful servers. Individuals access the hosted desktop environment using low-cost Thin Client devices (virtual desktops) that have a significantly longer useful life than traditional personal desktop computers, while having virtually zero maintenance. Virtual desktops provide City staff with lower cost equipment, flexibility, efficiency and energy savings, while enabling DoIT staff to manage desktops and applications from a central location. VDI also improves the security and data integrity of desktop computing as the operating systems, access, and data is moved from local workstations to a server-based environment where it is managed and backed up centrally.

The current VDI server hardware was implemented in February 2012 as part of the Infrastructure Replacement Program, an outcome of the City's comprehensive Information Technology Strategic Plan (ITSP). The current hardware supports up to 800 active desktops running Windows 7.

As part of DoIT's standard hardware lifecycle replacement policy new hardware for VDI is necessary to replace aging equipment to maintain optimum performance levels. Additionally, new equipment will increase the capacity of the system to support upgrading desktops to Windows 10. The added capacity will allow for doubling the amount of memory and processor available to all VDI desktops, thereby improving the desktop experience for all staff on VDI.

With the assistance of the Finance Department, staff prepared and published a bid specification for the hardware and implementation services to PlanetBids on April 5, 2018. The bid specification included the make and model of hardware and necessary services of qualified contractors to install and configure the system for VDI. Courtesy notices were sent directly to six vendors who had previously provided similar equipment and services to the City, including one with a Pasadena office. Responsive proposals included all of the applicable hardware, software, licensing, warranties, connectivity components and other materials associated with providing these systems, as well as any labor costs for implementing the solutions.

A total of 48 vendors reviewed the bid specification online, 25 subsequently downloaded it, and one submitted a bid. Following advertising, bids were received on April 24, 2018, and are as follows:

Vendor	Location	Amount
1. IMPEX Technologies, Inc.	El Segundo, CA	\$234,563.50

IMPEX Technologies, Inc. was the only bid and met all the requirements of the specification, and is recommended to receive a purchase order contract in an amount not to exceed \$258,020. This amount includes the base bid amount plus 10% for contingencies to cover any unforeseen change orders. The contract value will be as follows:

Base Bid	\$234,563.50
Contingency Allowance (10%)	\$23,456.35
Total Not-to-Exceed Amount	\$258,019.85

Over the past three years, IMPEX Technologies, Inc. has provided services and materials to the City totaling over \$719,755 for various IT hardware equipment, licenses and professional services.

The proposed contract complies with the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code 4.08 and the rules and regulations promulgated thereunder.

COUNCIL POLICY CONSIDERATION:

The proposed contract with IMPEX Technologies, Inc. promotes the City Council's three year goal to improve, maintain and enhance public facilities and infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:

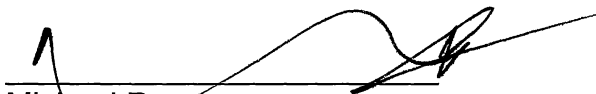
The total cost of this action will be \$258,020. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program Budget project #71157 – DoIT Equipment Lifecycle Replacement FY2015 – FY2019. It is anticipated that the full cost will be spent during the current fiscal year.

Respectfully submitted,



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