



Department of Information Technology

AUTHORIZATION TO ENTER INTO A CONTRACT WITH
CDW GOVERNMENT, INC. FOR THE PURCHASE OF
INFORMATION TECHNOLOGY PRODUCTS, SOLUTIONS,
AND SERVICES

Department of Information Technology

February 10, 2025





Background

Department of Information Technology

- The Department of Information Technology (DoIT) purchases technology equipment and supplies, including desktop computers, laptops, tablets, monitors, printers, peripherals, and software on behalf of all City departments.
- On June 11, 2018, Council approved a master contract with CDW Government, Inc for \$6.75 million to facilitate technology purchases, using a competitively selected contract with the best prices available to government agencies.
- On September 12, 2022, Council approved an extension through February 28, 2025, and increased amount to \$13.4 million.
- A new competitively selected government contract between the City of Mesa, Arizona, and CDW is now available that expires on July 1, 2028 with three two-year extensions through July 1, 2034.



Background

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- Contract Benefits
 - > **Flexible Spending:** No obligation to spend the full contract amount; no minimum purchase requirements.
 - > **Significant Discounts:** 3-15% off list price (depending on product category).
 - > **Volume Discounts:** Potential for additional savings on large orders.
 - > **Up-to-Date Products:** Discounts apply to the latest models.
 - > **Streamlined Procurement:** Reduces administrative overhead through single-vendor ordering and improved inventory management.
- Funding and Procurement
 - > Purchases are contingent on existing budgeted appropriations in various City department accounts and capital projects.
 - > CDW contract complements other procurement methods, including local vendors, Bids & RFPs.



Background

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- Future purchase estimates derived from averages over the previous contract, plus consumer price index:
 - > Desktops, Laptops, Tablets, Monitors, Printers, Peripherals and Software. Average \$1.35 million annually
 - > Infrastructure: Servers, Data storage, Firewalls, Routers, Switches, Wireless infrastructure, and Data Center Equipment. Average \$1.11 million annually
- Staff recommends “piggybacking” on the competitively selected government contract between the City of Mesa, Arizona, and CDW for a not to exceed amount of \$24.432 million over the length of the contract, up to nine years.
- Staff also recommends a time extension of the existing CDW contract 31224 to June 30, 2025 to provide time to execute the new contract and continue processing orders.



Staff Recommendation

Department of Information Technology

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines Section 15061 (b)(3), the “common sense” provision that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(H) contracts with other governmental entities or their contractors, with CDW Government LLC for the purchase of information technology products, solutions, and services, in an amount not-to-exceed \$24,432,000 through July 1, 2034, which includes the option for three additional two-year extensions at the discretion of the City Manager, and an overall annualized average of \$2,714,667;
3. Grant the proposed contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City’s best interests are served;
4. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions; and
5. Authorize the City Manager to extend Contract 31224 with CDW Government LLC to June 30, 2025, without increasing the authorized total not-to-exceed amount of the contract.



Technology Purchases Current & Future

Department of Information Technology

Category	CURRENT CONTRACT		ANNUALIZED		9-YEAR PROPOSED CONTRACT	
	YTD	QTY	AMT	QTY	CONTRACT	QTY
Desktops, Laptops, Tablets and Peripherals	4,499,842	4,674	683,520	710	9,873,000	6,600
Mobile Data Computers	171,594	56	26,065	9	807,000	210
Monitors	371,346	1,547	56,407	235	598,000	2,200
Printers	101,420	177	15,406	27	161,000	246
Software	626,102	4,098	95,104	622	1,510,000	5,706
Miscellaneous Computing Accessories	931,283		141,461		1,469,000	
Lifecycle Equipment Replacement, Maintenance and Services	5,057,239		768,188		10,014,000	
Total:	11,758,826		1,786,151		24,432,000	