

CITY OF DELANO



# REQUEST FOR ACTION

<u>Department Head</u>	<u>City Council Date</u>	<u>Agenda Item</u>
Marlene E. Kittock, City Clerk	November 3, 2009	

Authorize the purchase of a replacement computers for the Delano Fire Department and the Delano Senior Center.

### ACTION REQUESTED

Authorize the purchase of a replacement computers for the Delano Fire Department and the Delano Senior Center.

### BACKGROUND

The Delano Fire Department purchased several computers with the re-construction of the fire station. These computers have been used by the Secretary, Treasurer, Training Officers and Relief Association Officers. The workstation used by Willie Staunton as the Department's Secretary crashed about 6 weeks ago. Matt from Intrcom Technology looked at the workstation and suggested that given the age and condition of this workstation that is may be more beneficial to update this workstation and to wait until after the release of the new operating system of Windows 7 on October 22<sup>nd</sup>.

The quote for a replacement laptop with docking station received from Intrcomm is \$1425 which does not include a new monitor keyboard or mouse. The quote does include Microsoft Basic which should be adequate as Mr. Staunton did not see the need for additional software such as power point or access. To upgrade to Microsoft Professional (\$200) and add a wireless keyboard, mouse (\$110), and a flat screen monitor for the desk (\$185) at an additional cost of \$485.00.

The computer workstation currently being used Gail Sinkel on the schedule for replacement as it is 6 plus year old. A quote received from ICC for a Vostro Slim tower including a replacement 18.5 inch monitor with wireless keyboard and mouse is \$1025.00.

Copies of both of these quotes are attached for your review.

In addition staff has discussed the issue regarding replacing the all-in-one printer, copier, scanner, fax machine at the center. The printer, copier scanner portion of this 1 ½ year old machine is adequate, however the faxing mechanism on the machine is cantankerous. The price associated with replacing this machine and using the old as in internal backup printer is not cost effective. That being said the recommendation is to purchase a brother 2820 fax machine from Twin City Office Supply in an amount of 189.00. This is the same make model and style currently in use at the fire station and at city hall thus the employees at the senior center are already pre-trained.

Therefore staff is recommending authorization to purchase from ICC the laptop with docking station, monitor, and wireless keyboard and mouse in an amount not to exceed \$1800 for the Fire Department. In addition staff is recommending approve to purchase the quote Vostro slim tower workstation computer replacement in an amount not to exceed \$1,100 and a fax machine in an amount not to exceed \$200 for the Senior Center.

### FUNDING

Funds will be used from the capital budget.

### ATTACHMENTS

Quote from ICC and twin city office supply.