



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #28  
BOMA  
04/26/2011

## MEMORANDUM

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April 6, 2011

**TO:** Board of Mayor and Aldermen

**FROM:** Eric S. Stuckey, City Administrator *ES*  
Russell Truell, Assistant City Administrator / CFO  
Fred Banner, MIT Director  
Brian Wilcox, Purchasing Manager

**SUBJECT:** Consideration of bid award to Howard Industries, Inc., d/b/a Howard Technology Solutions, of Ellisville, Mississippi for four (4) different models of laptop computers to be allocated to various departments of the City (Purchasing Office Procurement Solicitation No. 2011-029)

### Purpose

The purpose of this procurement is to establish unit pricing for anticipated purchase of laptop computers for the various departments, divisions and offices of the City as needed.

### Background

Each fiscal year, the City budget allocates funds for the purchase of computer hardware for each cost center on an as needed basis. Computer hardware is ordered by the MIT Department to meet the justified needs of the end-user. Purchases of computer hardware are allocated and expensed to the City cost center to which the end-user is assigned. The City has purchased laptop computers in the recent past using Tennessee statewide contracts. The MIT Department decided the City should solicit its own unit pricing at this time, such pricing to be valid through June 30, 2012 or until the specified units are no longer available for purchase new, whichever comes first, for the following four different hardware and software configurations:

- HP6550B – i5/460M 2.53GHz Processor, 15.6" display (WXGA 1366x768), Windows 7 Professional, 32-bit, 4GB RAM, 320GB Drive, DVD-Writer, 6-hr battery, 5.5 lbs, one-year warranty, carrying case.
- HP6550B – i5/460M 2.53GHz Processor, 15.6" display (WXGA 1366x768), Windows 7 Professional, 64-Bit, 4GB RAM, 320GB Drive, DVD-Writer, 10-hr battery, 5.5 lbs, one-year warranty, carrying case.
- HP8540P – Intel core i5-560M 2.66GHz Processor, 15.6" display, Windows 7 Professional, 32-bit, 2GB RAM, 320GB Drive, Bluetooth, webcam, DVD-Writer, three-year limited warranty, carrying case.
- HP8540P – Intel dual-core i7-640M 2.8GHz Processor, 15.6" display, Windows 7 Professional, 64-bit, 4GB RAM, 320GB Drive, Bluetooth, webcam, DVD-Writer, three-year limited warranty, carrying case.

### Financial Impact

The City published on March 10, 2011 a Notice to Bidders in the *Williamson Herald* for laptop computers. In addition, bid documents were sent on or about the same date directly to six (6) potential



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bidders known or thought to be interested in this solicitation. Bids from two (2) vendors were publicly opened at the bid opening held on March 31, 2011. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid is from Howard Industries, Inc., d/b/a Howard Technology Solutions, of Ellisville, Mississippi. This bid was identified because it consists of the lowest unit pricing for each of the four (4) specified hardware and software configurations that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.

### **Options**

In accordance with the bid documents, the City reserves the right to reject any and all bids.

### **Recommendation**

Staff recommends that the City accept the apparent lowest best bid, from Howard Industries, Inc., d/b/a Howard Technology Solutions, of Ellisville, Mississippi for the specified laptop computers. Over the course of the next fifteen (15) months, substantially more than \$10,000 of City funds budgeted for computer hardware will very likely be spent on laptop computers of one of the specified configurations or another. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

**Tabulation of Bids \***

<b>Purchasing Office Solicitation No.:</b>		2011-029 (Laptop Computers)					
<b>Notice to Bidders published in the <i>Williamson Herald</i> on:</b>		3/10/11					
<b>Number of vendors that were notified of that responded to this solicitation for bids:</b>		6 / 1					
<b>Date and time bids due and publicly opened:</b>		3/31/11 2:00 PM					
<b>Present at opening of bids:</b>		Tiffany Wilkins and Brian Wilcox of the City of Franklin Purchasing Office					
<b>Target meeting of BOMA at which recommendation will be considered:</b>		4/26/11					
<b>Bids received from:</b>	<b>Bid No.:</b>	<b>Make &amp; Model:</b>	<b>Does the bid MOES<sup>1</sup>? / If not, how many exceptions do not MOES<sup>1</sup>?</b>	<b>Total delivered bid price, per unit:</b>	<b>Payment terms:</b>	<b>Estimated time of delivery after receipt of order:</b>	<b>Bid pricing per unit is valid through:</b>
Howard Industries, Inc. d/b/a Howard Technology Solutions P.O. Box 1590 Laurel, MS 39441 Melissa Reeves, Contract Manager 601-425-3181	1 of 1	HP6550B, 32-bit, 6-hr battery	Bidder takes no exceptions	\$868.00	net 30 days	10-14 days	06/30/12
		HP6550B, 64-bit, 10-hr battery		\$988.00			
		HP8540P - Intel core i5- 560M 2.66GHz processor, 32-bit, 2GB RAM		\$1,201.00			
		HP8540P - Intel dual- core i7- 640M 2.8GHz processor, 64-bit, 4GB RAM		\$1,392.00			
Pomeroy 717 Airpark Central Drive Nashville, TN 37217 Marilyn Yunker, Tech. Solutions Executive 615-399-0404, ext. 5208	1 of 1	HP6550B, 32-bit, 6-hr battery	Bidder takes no exceptions	\$1,138.00	net 30 days	Less than 30 days	06/30/12
		HP6550B, 64-bit, 10-hr battery		\$1,216.00			
		HP8540P - Intel core i5- 560M 2.66GHz processor, 32-bit, 2GB RAM		\$1,275.00			
		HP8540P - Intel dual- core i7- 640M 2.8GHz processor, 64-bit, 4GB RAM		\$1,632.00			

<sup>1</sup>MOES indicates "meet(s) or exceed(s) specifications"

\* Shaded bid is apparent lowest best bid