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DEPARTMENT OF  
FINANCE  
  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

January 3, 1995  
PS:Admin:94075:RBH:DK:bd

**APPROVED**  
BY THE CITY COUNCIL

PH 916-433-6240  
FAX 916-399-0263

**JAN 3 1995**

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1654, DFI  
MICROCOMPUTERS AND ACCESSORIES, IN THE AMOUNT OF \$50,586.47**

LOCATION AND COUNCIL DISTRICT

City Wide - All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bid submitted for the contract resulting from Bid No. 1654 for DFI (Diamond Flower Electric Instrument Corporation) Microcomputers and Accessories. Award is being recommended to PC Focus, 7500 Mountain Ave., Orangevale, CA 95662, in the amount of \$50,586.47.

CONTACT PERSON: Dennis Kerhulas, Senior Buyer, 433-6240

FOR COUNCIL MEETING OF: January 3, 1995

SUMMARY

Attached is a tabulation of sealed bids received by the City Clerk for furnishing material in accordance with the specifications used in the bidding process, and recommendation of bid award for DFI Microcomputers and Accessories at a cost of \$50,586.47.

BACKGROUND

On June 8, 1994 the City Council approved a recommendation to upgrade the City Attorney's local area computer network. It was determined that the upgrades will enhance the ability of the City Attorney's Office to provide better and higher quality service to the City Council and to the City Departments. Specifically, the upgrades increase automation capacity, improve document security, maintain the existing network with the City Clerk and the City Treasurer, and develop additional capacity independent of that network. To facilitate the upgrade, bid specifications were developed, describing the computer hardware needed.

Specifications for Bid No. 1654 were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to vendors and bid advertising firms began on November 2, 1994. Sealed bids were publicly opened by the Clerk on November 30, 1994.

The following is a summary of the recommendation for contract award:

<u>Bidder</u>	<u>Award Items</u>	<u>Contract Amount</u>
PC Focus 7500 Mountain Ave. Orangevale, CA 95662	All	\$50,586.47 *

\* The City Council hereby authorizes subsequent purchase(s) of identical units under the same terms and conditions within 30 days of award providing such purchase(s) has/have been approved and budgeted by the City Council.

FINANCIAL CONSIDERATIONS

Sufficient funds for this purchase are available in the operating budget of City Attorney's Office, and no budget augmentation is requested for this purchase.

ENVIRONMENTAL CONSIDERATIONS

Not Applicable

POLICY CONSIDERATIONS

This recommendation is consistent for with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS

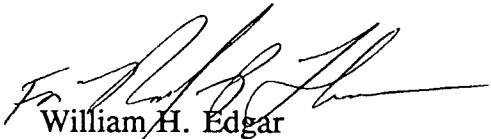
Requests for bid (RFB) were sent to 9 vendors, 5 of which are M/WBE firms. The names of the M/WBE firms were obtained from the DFI Authorized Vendor List. In addition, the RFB was sent to several bid advertising agencies, including the Small Business Exchange and the Sacramento Minority Business Development Center (NEDA). The firm recommended for award, PC Focus, is a City Certified WBE firm. PC focus was determined to be the lowest responsible bidder after applying a (5%) M/WBE bid evaluation preference, in accordance with the provisions set forth in the bid.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

RECOMMENDATION APPROVED:



William H. Edgar  
City Manager

1 Attachment

**BID TABULATION SHEET FOR BID NO. 1654 - DFI MICROCOMPUTERS AND ACCESSORIES**

<u>Bidder</u>	<u>Subtotal</u>	<u>M/WBE 5% Preference</u>	<u>Local Pref. 1%</u>	<u>Prompt Payment Discount</u>	<u>Bid Evaluation Total</u>	<u>Total Bid (Incl./Tax)</u>
Uncommon Computer Solutions	\$50,468.66			2% 10 Days <1,009.37>	\$49,459.29	\$54,173.66
Golden State Business Systems	\$52,074.00	<2,603.70>	<520.74>	5% 20 Days <2,603.70>	\$46,345.86	\$56,109.74
Zantech	\$49,874.00			2% 20 Days <997.48>	\$48,876.52	\$53,739.24
Quest Systems	\$47,278.00			1% 20 Days <472.80>	\$46,805.20	\$50,942.05
Diamond Services	\$47,520.00			4% 21 Days <1,900.80>	\$45,619.20	\$51,202.80
PC Focus	\$46,948.00	<2,347.40>		5% 20 Days <2,347.40>	<u>\$42,253.20</u>	\$50,586.47
Arden Computers	\$46,178.00	MBE But Not Pref. Eligible	<461.78>	2% 20 Days <923.56>	\$44,792.66	\$49,756.80
Hi Tech International <sup>(1)</sup>	\$47,748.00	<2,387.40>	<477.48>	4% 20 Days <1,909.92>	\$42,974.00	\$51,487.26
Compuvista <sup>(1)</sup>	\$57,882.00	<2,894.10>	<578.82>	5% 20 Days <2,894.10>	\$51,514.98	\$62,367.85

<sup>(1)</sup> Not an authorized DFI dealer as required in bid specifications

Award of Contract To: PC Focus  
7500 Mountain Ave.  
Orangevale, CA 95662

Original Estimated Cost: \$55,000.00  
Total Bid Amount: \$50,586.47

Total Amount of Contract: \$50,586.47

Due Date: November 30, 1994

Using Department: City Attorney

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
9	5	5	Yes