Meeting Date: 10 / 14 / 2008

ACTION	TYPE OF ITEM
☐ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Tom Clock _____ Agenda Item No. I-1

Reviewed By: City Manager _____ City Attorney _____ Finance _____ Other *(Specify)*

DATE: September 30, 2008

TO: City Council

FROM: Tom Clock, Systems Administrator
Information Systems Division

SUBJECT: **Purchase Order for Computers and Peripheral Equipment**

RECOMMENDATION

That City Council approve and authorize the Mayor to sign a Blanket Purchase Order/Change Order with Compuwave in an amount not to exceed $600,000 for purchases of computers and peripheral equipment throughout the 2008-2009 fiscal year.

DISCUSSION

The City participates in cooperative purchasing agreements with other agencies to obtain the best pricing for supplies and equipment. For a number of years, computers and peripheral equipment have been purchased from Compuwave using a cooperative purchasing agreement between Compuwave and the County of Ventura. Information Systems coordinates these purchases on behalf of Information Systems and all other City departments. Staff recommends continuing this practice and requests that a purchase order in an amount not to exceed $600,000 be issued for items purchased during the 2008-2009 fiscal year.

Computer and peripheral equipment purchases under this agreement over the past three years averaged approximately $500,000. Purchases are coordinated through Information Systems and charged out to the various departments. This coordination assists Information Systems in tracking the equipment they support within City departments.

FINANCIAL IMPACT

Funding for these purchases is included in the budget appropriation for each department. No additional funds are necessary.
BED

Attachment #1 - Purchase Order/Change Order # 003229

BLANKET ORDER

CITY OF OXNARD
300 WEST 3RD STREET
OXNARD, CA 93030

PURCHASE ORDER NO. 003229

DATE: 9/29/2008

VENDOR #: 1214
VENDOR ADDRESS: COMPUWAVE
1839 KNOLL DRIVE
VENTURA, CA 93003

SHIP TO: INFORMATION SYSTEMS
300 W. THIRD ST, #200
OXNARD, CA 93030

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY	REQUISITION #	REQUISITION DATE	CONFIRMED BY
04/30/2009			BOB LANDMAN, GENERAL MANA
FOB	**ACCOUNT NUMBER**		**AUTHORIZED BY**
	-		HEATHER MOONEY

ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

PURCHASE COMPUTERS & PERIPHERAL EQUIP FOR FY2009
Effective date: 07/01/2008
Expiration date: 04/30/2009
Not to exceed: 600,000.00

THIS AGREEMENT AUTHORIZES VENDOR TO PROVIDE AND DELIVER PERSONAL COMPUTERS, PERIPHERALS, AND OTHER RELATED SERVICES AS REQUIRED BY THE CITY OF OXNARD IN ACCORDANCE WITH COUNTY OF VENTURA CONTRACT #4815. A CURRENT CITY OF OXNARD BUSINESS LICENSE AND REQUIRED INSURANCE, WITH THE CITY AS ADDITIONAL INSURED ARE REQUIRED TO BE ON FILE WITH THE CITY AND MUST BE MAINTAINED THROUGHOUT THE TERM OF THIS AGREEMENT. ALL REQUESTS FOR PRODUCTS OR SERVICES SHALL BE PROVIDED UPON RECEIPT OF CITY OF OXNARD DEPARTMENT PURCHASE ORDER ("DPO") OR CITY OF OXNARD FIELD PURCHASE ORDER ("FPO"). INVOICES FOR PAYMENT SHALL BE SUBMITTED TO THE REQUESTOR AND SHALL INCLUDE THE FOLLOWING INFORMATION:
(A) DATE OF ORDER
(B) NAME OF ORDER
(C) QUANTITY, DESCRIPTION, & PRICE OF MATERIALS, SUPPLIES OR SERVICES PERFORMED
(D) THE NUMBER OF THE DPO OR FPO
(E) THE NUMBER OF THIS AGREEMENT

ATTACHMENT 1
PAGE 1 OF 2

BLANKET ORDER

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FOB	**ACCOUNT NUMBER**		**AUTHORIZED BY**
	-		HEATHER MOONEY

ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

THIS AGREEMENT EXPIRES APRIL 30, 2009 AND MAY BE RENEWED FOR ADDITIONAL ONE YEAR PERIODS IN ACCORDANCE WITH TERMS SET FORTH IN COUNTY OF VENTURA CONTRACT #4815. THIS AGREEMENT FOR FISCAL YEAR 2009 SHALL NOT EXCEED $600,000.00.

[redacted]

Send Original and One Copy of Invoice to:
PURCHASING
300 W. THIRD ST, #202
OXNARD, CA 93030

AUTHORIZED SIGNATURE _____
Dr. Thomas E. Holden, Mayor

ATTACHMENT 1
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