

SUBJECT***Computer Purchase*****RECOMMENDED ACTION**

To authorize the President and CEO to enter into a contract with Lotus USA, Inc., to replace 60 computers, for a total authorization amount not to exceed \$157,418.

BACKGROUND

In support of Long Beach Transit's (LBT) strategic priority to 'Improve Safety and Service Quality,' the agency purchases computers triennially, as technology is constantly evolving, to ensure continuity of LBT's business operations. LBT staff performs their day-to-day business functions using computers located at LBT1 and LBT2.

As part of the agency's replacement schedule for Fiscal Year 2019, 60 computers are in need of replacement. LBT staff rely on these computers to access LBT's software applications and receive and transmit email, manage enterprise financials and schedule bus routes and operator shifts.

PROCUREMENT

LBT issued an Invitation for Bid (IFB) to several qualified firms. The IFB required the supplier to be responsible for the procurement of hardware, ancillary equipment, operating System, and shipping to LBT. LBT received three bids of which two were responsive to the IFB. The IFBs were reviewed for the technical specifications of the equipment, and total price.

Lotus USA, Inc., a certified Disadvantaged Enterprise Business (DBE) firm located in Santa Clarita, California, provided the lowest total price matching LBT's established specifications and was found to be responsive and responsible by LBT's Purchasing department, at a firm fixed price of \$157,418. This is a firm fixed price contract which includes hardware, operating system, and shipping.

DBE/SBE PARTICIPATION

The Small Business Enterprise (SBE) goal established for the solicitation was seven percent. Lotus USA, Inc., a DBE-certified firm met the established goal.

ALTERNATIVES CONSIDERED

Three proposals were received; however, one proposal received was non-compliant and the other complaint proposal was more costly.



The greater time that elapses before LBT is able to procure upgraded computers, the higher the risk of LBT's vulnerability due to the failure of aging equipment, thus prohibiting LBT to perform daily business functions.

BUDGETARY/FISCAL IMPACT

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a contract with Lotus USA, Inc., to replace 60 computers, for a total authorization amount not to exceed \$157,418.

Funds for this project have been identified in the previously approved Fiscal Year 2019 Operating Budget.

A handwritten signature in blue ink, reading 'K. McDonald'.

Kenneth A. McDonald
President and Chief Executive Officer