



Title: Approval to Purchase Replacement Laptops

Resolution number: 23-034

Prepared by: Name: Alex Steele
Phone: 952-641-4581
asteele@minnehahacreek.org

Reviewed by: Name/Title: Becky Christopher, Policy Planning Manager

Recommended action: Staff seeks Board's approval to purchase 6 laptops and docking stations

Schedule: Date: July 2023 – purchase, set-up and deploy laptops to staff

Budget considerations: Fund name and code: Information Technology Equipment/Supplies (1-1003-4570)
Fund budget: \$30,000.00
Expenditures to date: \$1,271.97
Requested amount of funding: \$9,880.17

Past Board action: Res # 22-024 Title: Approval to Purchase Replacement Laptops

Summary:

Minnehaha Creek Watershed District has prioritized investment in information technology (IT) to more effectively pursue its strategic goals of implementing high impact capital projects and influencing policy across the watershed. The District's IT strategy is two-fold: acquiring and implementing systems that advance MCWD as a data-driven organization, and the scheduled replacement of equipment leading to a more robust, secure and scalable IT infrastructure.

Replacement Laptops

A key part of the District's IT infrastructure are workstations. These desktops and laptops are the primary tools used by staff to accomplish their work. The District's replacement schedule for workstations is 3 years, which aligns with manufacturer's 3-year warranty. Depending on the make and model of a workstation, these 3-year warranties are included in the purchase price or are additionally purchased. This replacement schedule and warranty strategy ensures the District receives at least 3 years of covered use for each workstation.

Currently, the District has 28 workstations under warranty, primarily for staff use or for specific business functions. Of the 28 workstations, 20 are utilized directly by staff daily, and five remain reserved for vacant positions. The other three workstations are used to provide specific functions, such as the laptop in the Board Room for Board presentations, the finance computer for use by our accountants, or check-out laptop should a workstation need to be sent in for warranty repairs. In 2023, six workstations are scheduled for replacement.

The District will continue to replace staff workstations with laptops. This enables flexibility and supports the collaborative focus of the organization, as staff are able to leverage technology on-the go, without being tethered to an office desk. Additionally, laptops better provide remote work capabilities.

Docking Stations

District staff utilize docking stations to quickly connect laptops to the network and multiple monitors at their desk. Over the past 2 years as part of the replacement schedule, the District has been replacing existing docks which have become obsolete and are no longer compatible with newer laptop models. After deploying the 2023 replacement laptops and docks, the District has retired all obsolete docks.

Below is a table showing the breakdown of cost per laptop, warranty, docking station, and set-up cost. Although technology supply chain issues have largely stabilized, there is still price fluctuation in the technology marketplace. As such, an \$800 contingency has been added to provide the District with purchasing flexibility.

Item	Unit Cost	Quantity	Total Cost
Laptop	\$ 977.09	6	\$5,862.54
3-Year Warranty	\$126.32	6	\$757.92
Docking Station	\$154.96	6	\$929.76
Set-up Fee	\$250.00	6	\$1,500.00
<i>Shipping</i>			\$29.95
<i>Total</i>			\$9,080.17
<i>Contingency</i>			\$800.00
<i>Not to Exceed Total</i>			\$9,880.17

Supporting documents (list attachments):

1. Quote from Solution Builders for Laptop and Docking Station Purchase



RESOLUTION

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WHEREAS, in February of 2017 the Minnehaha Creek Watershed District (MCWD) adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and

WHEREAS, investment in information technology was identified as a critical component in the realignment of the District’s workflow to support high impact capital improvements and policy change; and

WHEREAS, through subsequent information technology planning, the role data-analysis-insight plays in strategically driving MCWD’s mission has been reinforced; and

WHEREAS, integral to achieving a true data-driven culture is the infrastructure that pipelines information through the organization and allows people to access, manage and interpret it – an interconnected system of hardware, software and networking; and

WHEREAS, staff workstations are critical pieces of hardware, required to run software; and

WHEREAS, replacement of staff workstations through a set schedule of 3 years is necessary to ensure the efficiency and effectiveness of staff pursuing District goals; and

WHEREAS, six workstations and docking stations require replacement in 2023, for a cost not to exceed \$9,880.17;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of six replacement laptops and docking stations for an amount not to exceed \$9,880.17.

Resolution Number 23-034 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 6/22/2023

Secretary Date: _____

3500 American Blvd W, Suite 50 | Bloomington, MN 55431 | (Phone) 952.854.8188 | (Support) 612-SUPPORT | SOLUTIONBUILDERS.COM

Quoted To:

Alex Steele
Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

Prepared By:

Kenneth Weiler
Program Quoting Specialist

Phone: (952) 641-4581




Phone: (952) 230-1167
Email: kweiler@sbinc.com

PO Number:	Valid Through: Jun 16, 2023	Payment Terms: Due On Receipt
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Price and availability subject to change without notice. Changes within 10% of quoted price will be purchased without additional approval. Changes greater than 10% of quoted price will require additional client approval.

Labor listed on quote is an estimate, actual hours used during project will be billed once project is complete.

Hardware and software will be billed at the time of purchase.

Description	Unit Price	Qty	Ext. Price
HP ProBook 440 G9 14" Notebook - Full HD - 1920 x 1080 - Intel Core i7 12th Gen i7-1255U Deca-core (10 Core) 1.70 GHz - 16 GB Total RAM - 512 GB SSD - Silver - Windows 10 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - English Keyboard - Front Camera/Webcam 	\$977.09	6	\$5,862.54
HP Care Pack - 3 Year - Service - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical 	\$126.32	6	\$757.92
HP USB-C Dock G5 - for Notebook - 100 W - USB Type C - 3 Displays Supported - 4K, QHD, Full HD - 4 x USB Type-A Ports - USB Type-A - USB Type-C - 1 x RJ-45 Ports - Network (RJ-45) - HDMI - DisplayPort - Black - Wired - Ethernet - Windows 11, Windows 10, ChromeOS, macOS Big Sur, macOS Monterey 	\$154.96	6	\$929.76
Install - Workstation Fixed Fee	\$250.00	6	\$1,500.00

Description	Unit Price	Qty	Ext. Price
Totals			
Subtotal			\$9,050.22
Shipping			\$29.95
Tax			\$0.00
Grand Total			\$9,080.17

Please contact me if I can be of further assistance.

PRICES AND TAX SUBJECT TO CHANGE. PRICES BASED ON TOTAL PURCHASE. ALL CONSULTING OR INSTALLATION SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED MANUFACTURERS WARRANTY, COVERING PARTS AND LABOR ON A DEPOT BASIS. WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE DAMAGES RELATED TO THIS AGREEMENT.

To accept this quote, please sign here and return: _____