



Title: Approval to Purchase Replacement Laptops and Firewall

Resolution number: 21-045

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 8 laptops and a firewall

Schedule: Date: July 2021 – purchase, configure and roll-out laptops to staff
 Date: July to August 2021 – purchase, configure and deploy firewall

Budget considerations: Fund name and code: Information Technology Equipment/Supplies (1-1003-4570)
 Fund budget: \$31,500
 Expenditures to date: \$11.82
 Requested amount of funding: \$20,325.60

Past Board action: Res # 20-059 Title: Approval to Purchase Replacement Computers, Backup Equipment, Backup Software Licensing and Offsite Storage

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 33 workstations under warranty, primarily for staff use or for specific business functions. 2 workstations are being retired in 2021, and will not be replaced. The functions of these 2 workstations are made redundant by changes in the District’s IT infrastructure over the past 3 years. Of the remaining 31 workstations, 24 are utilized directly by staff on a daily basis. The other 7 workstations are used to provide specific functions, such as the laptop in the Board Room for Board presentations, for credit card processing at the front desk, the finance computer for use by our accountants, or check-out laptops should a workstation need to be sent in for warranty repairs. Below is a table showing the replacement count of 31 workstations by year:

| Purchase Year | Replacement Year | Number of Replacement Workstations |
|---------------|------------------|------------------------------------|
| 2018 | 2021 | 9* |
| 2019 | 2022 | 13 |
| 2020 | 2023 | 9 |
| Total | | 31 |

*A specialized workstation may be required due to the technical nature of a vacant position within Outreach, therefore it will not be replaced until the position is filled.

The District will continue to replace staff desktops 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 – a need realized in light of COVID-19 and as the District transitions towards a hybrid work model.

Below is a table showing the breakdown of cost per laptop, warranty, additional RAM and set-up costs. A \$1,000 contingency has been added to provide the District with purchasing flexibility needed due to shortages in the technology marketplace stemming from the pandemic.

| Item | Unit Cost | Quantity | Total Cost |
|-----------------------------------|------------|----------|--------------------|
| Laptop | \$1,040.97 | 8 | \$8,327.76 |
| 3-Year Warranty | \$109.88 | 8 | \$879.04 |
| Additional RAM | \$49.98 | 8 | \$399.84 |
| Set-up Fee | \$250.00 | 8 | \$2,000.00 |
| <i>Shipping</i> | | | \$29.99 |
| <i>Total</i> | | | \$11,636.59 |
| <i>Contingency</i> | | | \$1,000.00 |
| <i>Not to Exceed Total</i> | | | \$12,636.59 |

Firewall

A firewall is a critical part of IT network security. It's a device that monitors inbound and outbound traffic and either allows or blocks access to the District's network based on established security rules. It's the barricade between the District's internal network and external networks like the internet. It is the first line of defense in ensuring that the District's network and data is secure from outside threats and malicious actors.

The replacement schedule for firewalls and other key network equipment is 5-years. The District's current firewall was purchased and installed in 2016. In addition to being at the end of useful life, the current firewall was selected to secure the District's previous server. The recommended replacement firewall will scale as the District's network and IT infrastructure needs change and grow over the life of the firewall.

Total costs for the purchase and installation of the replacement firewall is listed in the table below. In addition to the firewall equipment cost, licenses are needed for each member of staff in order to connect securely to the District's network from a remote location through a virtual private network (VPN). Firewall installation and configuration services by Solution Builder's is not to exceed \$3,037.50.

| Item | Unit Cost | Quantity | Total Cost |
|--------------------------------------|------------|----------|-------------------|
| Firewall | \$3,851.06 | 1 | \$3,851.06 |
| VPN License | \$31.22 | 25 | \$780.56 |
| Installation and Configuration Labor | \$202.50 | 15 | \$3,037.50 |
| <i>Shipping</i> | | | \$19.89 |
| <i>Not to Exceed Total</i> | | | \$7,689.01 |

Supporting documents (list attachments):

1. Quote from Solution Builders for Laptop Purchase
2. Quote from Solution Builders for Firewall and VPN License Purchase and Implementation Services



RESOLUTION

Resolution number: 21-045

Title: Approval to Purchase Replacement Laptops and Firewall

- 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, 8 workstations require replacement at this time, for a cost not to exceed \$12,636.59; and,
- WHEREAS, managing, monitoring and restricting inbound and outbound network traffic through a firewall is a critical aspect of securing the District’s network and data; and
- WHEREAS, the replacement schedule for key network equipment is 5 years, and the District’s current firewall has reached its end-of-life; and
- WHEREAS, the cost of replacement firewall, including licenses and installation, that will meet the District’s current and future IT infrastructure needs is not to exceed \$7,689.01;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of 8 replacement laptops for an amount not to exceed \$12,636.59;

AND, NOW THEREFORE, BE FURTHER RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of replacement firewall, licenses and installation fees for an amount not to exceed \$7,689,01.

Resolution Number 21-045 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 6/24/2021

 Secretary Date: _____

Quoted To:

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

Phone: (952) 641-4581

Prepared By:

Evan Tuon
Program Quoting Specialist




Phone: 952-230-1183
Email: etuon@sbinc.com

PO Number:

Valid Through: Jun 22, 2021

Payment Terms: Due On Receipt

Here is the quote you requested.

| Laptop + RAM upgrade + Warranty | Unit Price | Qty | Ext. Price |
|--|------------|-----|------------|
| <p>HP ProBook 430 G8 13.3" Notebook - Intel Core i5 (11th Gen) i5-1135G7 Quad-core (4 Core) - 8 GB RAM - 256 GB SSD - Windows 10 Pro - Intel Iris Xe Graphics - English Keyboard - 12.75 Hour Battery Run Time</p>  | \$1,040.97 | 8 | \$8,327.76 |
| <p>HP Care Pack - 3 Year - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical</p>  | \$109.88 | 8 | \$879.04 |
| <p>Kingston 8GB DDR4 SDRAM Memory Module - 8 GB - DDR4-3200/PC4-25600 DDR4 SDRAM - 3200 MHz - CL22 - 1.20 V - Non-ECC - Unbuffered - 260-pin - SoDIMM - Lifetime Warranty</p>  | \$49.98 | 8 | \$399.84 |

| Workstation Setup Fee | Unit Price | Qty | Ext. Price |
|---------------------------------|-------------------|------------|-------------------|
| Install - Workstation Fixed Fee | \$250.00 | 8 | \$2,000.00 |

| Totals | |
|--------------------|--------------------|
| Subtotal | \$11,606.64 |
| Shipping | \$29.95 |
| Tax | \$0.00 |
| Grand Total | \$11,636.59 |

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.

Please contact me if I can be of further assistance.

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

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
United States

Phone: (952) 641-4581


Prepared By:

Evan Tuon
Program Quoting Specialist

Phone: 952-230-1183
Email: etuon@sbinc.com

| | | |
|-------------------|-----------------------------------|--------------------------------------|
| PO Number: | Valid Through: Jul 1, 2021 | Payment Terms: Due On Receipt |
|-------------------|-----------------------------------|--------------------------------------|

Labor not to exceed 120% of estimate = 15 hours = \$3037.50

| SonicWall Hardware | Unit Price | Qty | Ext. Price |
|---|------------|-----|------------|
| <p>SonicWall NSA 2650 Network Security/Firewall Appliance - 16 Port - 10/100/1000Base-T - 2.5 Gigabit Ethernet - AES (256-bit), DES, MD5, AES (192-bit), SHA-1, 3DES, AES (128-bit) - 16 x RJ-45 - 4 Total Expansion Slots - 1U - Rack-mountable</p>  <p><i>Industry-validated security effectiveness and performance for mid-sized networks. The SonicWall Network Security Appliance (NSA) series provides mid-sized networks, branch offices and distributed enterprises with advanced threat prevention in a high-performance security platform.</i></p> | \$3,851.06 | 1 | \$3,851.06 |

| SonicWall VPN Licenses - 25 Total | Unit Price | Qty | Ext. Price |
|---|------------|-----|------------|
| SonicWALL Global VPN Client Windows - 10 Licenses - Standard - PC, Handheld | \$297.56 | 2 | \$595.12 |
| SonicWALL Global VPN Client Windows - 5 Licenses - Standard - PC, Handheld | \$185.44 | 1 | \$185.44 |

| Labor **Estimation** Will be billed actual hours 10% Discount | Unit Price | Qty | Ext. Price |
|--|------------|-----|------------|
| Install - Router/Switch/Firewall Engineer | \$202.50 | 12 | \$2,430.00 |

| Totals | |
|--------------------|-------------------|
| Subtotal | \$7,061.62 |
| Shipping | \$19.89 |
| Tax | \$0.00 |
| Grand Total | \$7,081.51 |