



Title: Approval to Purchase Replacement Laptops

Resolution number: 22-024

Prepared by: Name: Alex Steele
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Reviewed by: Name/Title: Becky Christopher – Policy Planning Manager

Recommended action: Staff seeks Board’s approval to purchase 11 laptops

Schedule: Date: May 2022 – purchase, set-up and deploy laptops to staff

Budget considerations: Fund name and code: Information Technology Equipment/Supplies (1-1003-4570)
Fund budget: \$28,000
Expenditures to date: \$0
Requested amount of funding: \$22,036.18

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

Res # 21-045 Title: Approval to Purchase Replacement Laptops and Firewall

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 30 workstations under warranty, primarily for staff use or for specific business functions. Two workstations are being retired in 2022 and will not be replaced. Of the remaining 28 workstations, 24 are utilized directly by staff daily. The other four 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 laptops should a workstation need to be sent in for warranty repairs. Below is a table showing the replacement count of 28 workstations by year:

Purchase Year	Replacement Year	Number of Replacement Workstations
2018	2021	8
2019	2022	11
2020	2023	9
Total		28

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.

Docking Stations

District staff utilize docking stations to quickly connect laptops to the network and multiple monitors at their desk. Many of the District’s existing docks have become obsolete and are no longer compatible with newer laptop models. Docking station replacements have been selected based on current industry standards and will be compatible with any laptops acquired through the next few replacement cycles.

Below is a table showing the breakdown of cost per laptop, warranty, docking station, and set-up cost. A \$1,500 contingency has been added to provide the District with purchasing flexibility needed due to shortages in the technology marketplace due to ongoing supply-chain issues.

Item	Unit Cost	Quantity	Total Cost
Laptop	\$1,224.60	11	\$13,470.60
3-Year Warranty	\$123.29	11	\$1,356.19
Docking Station	\$266.44	11	\$2,926.44
Set-up Fee	\$250.00	11	\$2,750.00
<i>Shipping</i>			\$32.95
<i>Total</i>			\$20,536.18
<i>Contingency</i>			\$1,500.00
<i>Not to Exceed Total</i>			\$22,036.18

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, 11 workstations and docking stations require replacement in 2022, for a cost not to exceed \$22,036.18;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the purchase of 11 replacement laptops and docking stations for an amount not to exceed \$22,036.18.

Resolution Number 22-024 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 4/28/2022

Secretary Date: _____

Description	Unit Price	Qty	Ext. Price
Dell Docking Station - Black  <p><i>Conveniently dock any laptop equipped with USB-C or USB 3.0 ports with the Dell Universal Dock - D6000. You'll be able to connect up to three 4K displays and charge a USB-C laptop up to 65W simultaneously. A single USB-C cable connection allows you to transfer audio, video, data and power - enabling a fast and convenient docking experience. It also eliminates the need for an additional power adapter, keeping your desk neat and tidy. *D6000 provides up to 65w of power via the USB-C connection to charge a connected notebook.</i></p>	\$266.04	11	\$2,926.44

Workstation setup \$2,750.00

Install - Workstation Fixed Fee	\$250.00	11	\$2,750.00
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Totals	
Subtotal	\$20,503.23
Shipping	\$32.95
Tax	\$0.00
Grand Total	\$20,536.18

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: _____