



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE January 16, 2024
TITLE Authorization to Execute a Contract with SHI, Inc for Computers for an Amount of \$750,000
DIVISION Finance and Management Services
FROM David Rusting, Chief Information Officer
Sabrina Landreth, General Manager
APPROVED Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors authorizes execution of a contract with SHI, Inc. for the purchase of computers and software in the amount of \$750,000.

BACKGROUND

Each year, approximately 250 of the Park District’s computer fleet need to be replaced, as the warranties expire, as equipment becomes obsolete, and as new staff join the Park District. This allows the Park District to stagger the delivery of equipment, take advantage of extended warranty periods, deliver computers to new staff in a timely manner, and reduce the warehousing of equipment. Given the move to hybrid work, there has been a greater need for additional computer equipment, especially laptops with cameras and microphones that can easily be moved from one location to another.

The Park District currently uses Dell computers as the standard for desktop and laptop use. These purchases are via reseller SHI, Inc. under the Western States Contracting Alliance (WSCA) Contract No. B27160 pricing; this complies with the State law requirement to bid for equipment purchases. Although bidding is not required, Board authorization is necessary since the total purchase amount exceeds \$50,000.

ANALYSIS

The Board could choose not to proceed with the purchase, but this is not recommended due to the significant impact to administrative work at the Park District as part of daily business operations.

FISCAL IMPACT

The purchase cost is estimated at \$750,000 for computers in 2024. Budgeted funds are available in General Fund Account # 101-4150-000-6921 in the amount of \$750,000.

SOURCE OF FUNDS	
General Fund	\$ 750,000
Total Funds Available	\$ 750,000

USE OF FUNDS	
Purchase computers	\$ 750,000
Total Cost	\$ 750,000

ATTACHMENTS

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2024 – 01 -
JANUARY 16, 2024**

**AUTHORIZATION TO EXECUTE A CONTRACT WITH SHI, INC FOR
COMPUTERS FOR AN AMOUNT OF \$750,000**

WHEREAS, the East Bay Regional Park District (Park District) utilizes desktop and laptop computers to support Park District business and activities; and

WHEREAS, the Park District purchases equipment from SHI Inc., to enable better cost management and tracking, expedite equipment delivery, and service delivery; and

WHEREAS, purchases from SHI qualify for Western States Contracting Alliance (WSCA) or subsequent State bid contracts, pricing which satisfies State law requiring bidding for equipment purchases; and

WHEREAS, staff plans to purchase desktop and laptop computers at the cost not to exceed the 2024 budget balance of \$750,000 as part of its annual computer replacement program; and

WHEREAS, all purchases in excess of \$50,000 require approval by the Board of Directors;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby authorizes the execution of a contract with SHI, Inc to purchase of desktop and laptop computers in the amount of \$750,000, to be funded from the Information Services Equipment Account No.101-4150-000-5372; and as presented to the Board on January 16, 2024; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted January 16, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: