



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 4, 2023**

**FROM: RIVERSIDE PUBLIC LIBRARY                      WARDS: ALL**

**SUBJECT: PURCHASE AND PROCUREMENT OF 78 LAPTOPS FROM DELL TECHNOLOGIES IN THE AMOUNT OF \$81,162.03 - AMERICAN RECOVERY PLAN ACT OF 2021**

**ISSUES:**

Approval for the procurement of seventy-eight laptops in the amount of \$81,162.03 from Dell Technologies under the City Council approved expenditure plan for the American Recovery Plan Act 2021 funds allocated for Career Connection Program.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the procurement of seventy-eight laptops in the amount of \$81,162.03 from Dell Technologies under the City Council approved expenditure plan for the American Recovery Plan Act 2021 funds allocated for Career Connection Program, and
2. Authorize, the City Manager, or designee, to execute all documents including making minor and non-substantive changes.

**BACKGROUND:**

On November 9, 2021, the City Council approved the American Rescue Plan Act funding expenditure plan for the first allocation of \$36,767,594. As part of the expenditure plan, the Riverside Public Library program called Career Connection Program was approved under the expenditure categories for Services to Disproportionately Impacted Communities and Education Assistance. The total expenditure authorized for the Career Connection Program is in the amount of \$500,000.

**DISCUSSION:**

Currently there are two 12-bay laptop kiosks and two 18-bay companion stations at the Main Library and a 12-bay kiosk at the La Sierra Library. If the City Council approves this purchase, then the remaining six library branches will receive laptops for 12-bay laptop kiosks and all library locations will have this latest technology.

Library staff consulted with the City's Innovation and Technology team, a requirement for procurements that connect to the City network. Library Technicians and the City's Innovation Technology team have reviewed the equipment's features, functionality, durability and its ability to interface with existing technology. The Dell Technologies quote attached is provided under the terms and conditions of the Amendment No. 5 to NASPO Master Agreement No. MNWNC-108. The Chief Innovation Officer, George Khalil, concurs with the purchase of seventy-eight laptops for use in the laptop kiosks.

Purchasing Resolution 23914, Section 602 (f) exception states: "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (f) When Cooperative Purchasing is available and undertaken or when goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements".

The Purchasing Manager concurs that the recommendation follows Resolution 23914, Section 602 (f).

### **STRATEGIC PLAN ALIGNMENT:**

The item presented in this report contribute to the following Strategic Priority No. 1 *Arts, Culture and Recreation* and Goal No. 1.5 – Support the development, literacy, health, and education of children and youth throughout the community.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This item aligns by following compliance with Purchasing Resolution No. 23914, Section 602 (f).
2. **Equity** - This item aligns with equity by facilitating equitable access and distribution of library services and resources to every member of the community.
3. **Fiscal Responsibility** – American Recovery Plan Act funding aligns with fiscal responsibility as the community would benefit by not having financial implications to the City.
4. **Innovation** - Laptops for the kiosks are an innovative method for customers of the library to access information.
5. **Sustainability & Resiliency** - This item aligns with sustainability & resiliency by providing convenience for customers in accessing information.

### **FISCAL IMPACT:**

The total fiscal impact of this recommendation is \$81,162.03. Sufficient funds are budgeted and available in the Grants and Restricted Programs Fund, Library-Neighborhood Services, Federal Grants account number 8812300-440110.

Prepared by: Erin Christmas, Library Director  
Certified as to

availability of funds: Edward Enriquez, Interim Assistant City Manager  
Chief Financial Officer / City Treasurer

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachment:

1. Quote