



STAFF REPORT

DATE: March 4, 2025

TO: Bel Aire City Council

FROM: Barry Smith, Finance Director

RE: Computer Replacement Program - 2025

BACKGROUND:

The City has been utilizing our IT vendor to purchase computer replacements each year since our partnership begun in 2022. The City is on a 4 year replacement schedule for computers (based on age) to ensure all equipment stays under warranty and is kept up to date. The City computer replacement schedule averages 16.5 devices per year. The number of devices scheduled for replacement in 2025 is 16.

Windows 10 will no longer be supported by Microsoft as of October 14, 2025. All 16 devices on the replacement schedule for 2025 have Windows 10 installed on the devices and are at the end of their hardware and software warranty periods. The 16 devices being replaced are also needing upgrades to their internal processing and memory to meet the minimum requirements for Windows 11. Keeping up with the replacement schedule also ensures that downtime due to hardware and device issues is minimal.

FINANCIAL CONSIDERATION:

The FY25 budget includes 16 computer replacements at an average cost of \$2,000 each for a total budgeted amount of \$32,000 across all departments needing device replacements.

ImagineIT utilizes Lenovo as their primary provider for computer equipment. ImagineIT receives special pricing as they are a preferred vendor for Lenovo. The total cost for all devices, materials, and labor is \$27,697.93.

The City was informed late last week that the recently instated tariffs will cause pricing to increase 25% for desktops and 10% for laptops as of March 3, 2025. Staff approved the attached quote to obtain the best possible pricing for the replacement devices. By approving the quote, we can save \$3,647.55.

The quote includes all devices, required warranties, materials, and setup labor cost for all devices. The labor cost will not increase, but it could possibly decrease if installation is quicker than anticipated.

RECOMMENDATION:

City staff are recommending approval of the computer replacements for 2025 at a cost not to exceed \$27,697.93.

Proposal for 2025 Machine Replacements

City of Bel Aire

Prepared by: Diana Copeland

Imagine IT



February 2025



www.imit.com

Overview

Here is a proposal for computer replacements

Hardware	Price	Qty	Ext. Price
Lenovo M70t Gen 5 Tower,i7-14700,WIN11,16GB,512GB SSD, 3Yr Wty	\$1,329.00	6	\$7,974.00
LENOVO ThinkPad E16 G1, Intel Core i5-1335U (E-cores up to LENOVO ThinkPad E16 G1, Intel Core i5-1335U (E-cores up to 3.40GHz), 16 1920 x 1200 Non-Touch, Windows 11 Pro 64, 16GB, 1x256GB SSD M.2 2242	\$939.00	7	\$6,573.00
Required: Lenovo Onsite Support (Add-On) - 3 Year - Warranty - On-site - Maintenance - Parts & Labor 	\$97.00	7	\$679.00
Lenovo ThinkPad Universal USB-C Smart Dock 	\$279.99	7	\$1,959.93
Lenovo M70t Gen 5 Tower,i7-14700,WIN11,16GB,512GB SSD, R/W CD Drive, 3Yr Wty	\$1,329.00	3	\$3,987.00
Subtotal:			\$21,172.93

Endpoint Setup Labor	Price	Qty	Ext. Price
Endpoint Setup Fee - Onsite Setup	\$400.00	16	\$6,400.00
Subtotal:			\$6,400.00

Scope Change Process

Scope Change Requests frequently occur during projects due to the dynamic and collaborative nature of project execution, even if there was significant due-diligence. The following process will be utilized if a change is identified which materially affects the scope described in this proposal:

1. Imagine IT will generate a Scope Change Request describing the identified change, the number of hours required to affect the change, any additional charges, and the timeline.
2. Upon signed approval by the customer, the work will be scheduled and performed.

Proposal for 2025 Machine Replacements



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Quote Information:
Quote #: 012770
Version: 1
Delivery Date: 02/28/2025
Expiration Date: 03/07/2025

Quote Summary


Description	Amount
Hardware	\$21,172.93
Endpoint Setup Labor	\$6,400.00
Subtotal:	\$27,572.93
Shipping:	\$125.00
Total:	\$27,697.93

Recurring MSP Agreement invoices are due on invoice date; all others NET 15 days. Hardware is invoiced upon receipt; project progress billing is sent monthly. Taxes, shipping, handling and other fees may apply. Leasing options are estimated. Imagine IT reserves the right to cancel this proposal due to pricing change or product availability at any time prior to acceptance by both parties. All products are custom ordered. If client wishes to return, cancel or change products after proposal acceptance, a restocking fee equal to 10% of returned products, excluding sales tax, will be assessed. Returns for defective products must be made within 30 days of delivery. The products proposed herein are subject to the manufacturer's warranty. Imagine IT does not warrant any products against manufacturer defect.

Imagine IT, Inc.

Signature: 
Name: Diana Copeland
Title: Office Manager & Quoting Specialist
Date: 02/28/2025

City of Bel Aire

Signature: _____
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