



# City of Rialto

## Legislation Details (With Text)

**File #:** CC-19-1053    **Version:** 1    **Name:**  
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**Title:** Request City Council to Approve the Purchase of Fifty (50) Microsoft Office Pro Plus Volume Licenses from Crayon Software Experts LLC in the Amount of \$19,649.83.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Abstract of Bids, 2. Vendor Disclosure Form

Date	Ver.	Action By	Action	Result
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For City Council Meeting [December 10, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Mark P. Kling, Chief of Police

Request City Council to Approve the Purchase of Fifty (50) Microsoft Office Pro Plus Volume Licenses from Crayon Software Experts LLC in the Amount of \$19,649.83.

### **BACKGROUND**

The Police Department utilizes Microsoft Office to write police reports, send email, create presentations, and create Excel spreadsheets and graphs. One license is required to operate one machine and volume licenses are required to operate numerous. Currently, the Police Department has approximately seventy-five (75) volume licenses for the correct version of Microsoft Office and is in need of fifty (50) additional to satisfy several upgrades to our email system and work stations.

### **ANALYSIS/DISCUSSION**

Microsoft Office is the standard used for the continuity in operation and communication amongst all government and business facilities. Microsoft is no longer supporting the old 2007 version. Current volume licenses are required to operate the Microsoft Office suite. The Rialto Police Department is in the process of updating all our machines to Windows 10. This will require a newer version of Microsoft Office than what the department currently has so the requested fifty (50) volume licenses will replace all current licenses.

On October 8, 2019 the bid process was closed. A total of four hundred sixty-three (463) requests for proposals (RFP's) were sent out for this project with six (6) being received by the due date.

Pursuant to Section 2.48.110, subsections B, C, D and E of the Rialto Municipal Code, Staff

recommends approval of the bid through Crayon Software. Crayon Software Experts LLC is able to provide the required fifty (50) Microsoft Office Pro Plus Volume Licenses at the lowest price.

Prices are shown in the table below and the bid abstract is attached.

VENDOR	LOCATION	NO. OF LICENSES	BID AMOUNT
Crayon Software	Dallas, TX	50	\$19,649.83
Zones	Auburn, WA	50	\$19,694.01
Peacock System	Chino, CA	50	\$21,927.13
Howard Tech	Laurel, MS	50	\$23,058.50
The Greg Group	Redondo Bch, CA	50	\$27,260.75
Ssam Sgrawal	Pasadena, CA	50	\$30,116.13

**ENVIRONMENTAL IMPACT**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

1. Continuing administrative or maintenance activities, such as purchases for supplies, personnel -related actions, general policy and procedure making
2. Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment

**GENERAL PLAN CONSISTENCY**

The City of Rialto has outlined key goals and objects relating to public safety. The purchase of this equipment is consistent with meeting these objectives.

**Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.**

**LEGAL REVIEW**

The City Attorney has reviewed and supports this staff report.

**FINANCIAL IMPACT**

Operating Budget Impact

This report does not impact the Operating Budget.

Capital Improvement Budget Impact

Funding in the amount of \$19,649.83 is available in Police Capital I.T. Account No. 300-500-6151-3030 for the total needed funding for the Microsoft Office Pro Plus Volume Licenses from Crayon Software Experts LLC.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

Licensing

This action does not trigger a requirement for a business license.

**RECOMMENDATION**

Staff recommends that the City Council approve a Purchase Order issued to Crayon Software Experts LLC for Fifty (50) Microsoft Office Pro Plus Volume Licenses in the Amount of \$19,649.83.