



REPORT TO

REGULAR BOARD

TENDER AWARD P-039-15: LEASING RATES FOR NOTEBOOK COMPUTERS

*WISDOM IS THE PRINCIPAL THING, THEREFORE GET WISDOM;
AND WITH ALL THY GETTING, GET UNDERSTANDING. PROVERBS, 4:7*

Created, Draft	First Tabling	Review
May 19, 2015	June 11, 2015	June 8, 2015

J. Di Fonzo, Sr. Coordinator of Technical Services
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RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



G. Poole
Associate Director of Academic Affairs

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Associate Director of Planning and Facilities

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Director of Education

A. EXECUTIVE SUMMARY

A tender was issued for leasing rates for notebook computer equipment for Principals and Vice Principals.

This report recommends award to the low bidder meeting specification being IBM Canada at a yearly rate of \$178,630.54 for a 4 year term total of \$714,522.16 excluding taxes. This expenditure will be funded from the In School Administration and Central School Computers budgets.

B. PURPOSE

1. Leasing of computer equipment is a part of an evergreen technology strategy for schools and departments.
2. This allows for replacement of obsolete technology at a predictable and accelerated rate.
3. Generally, laptops are leased for a 3 or 4 year period.

C. BACKGROUND

In June 2010, the Board approved the adoption of a leasing strategy for computer technology as part of a new ICT Strategic Technology Plan. This allows for a disciplined approach for the replacement of obsolete computing equipment and flexibility in adapting to the rapid advancements in computer technology by adopting/developing a predictable replacement evergreen schedule

D. EVIDENCE/RESEARCH/ANALYSIS

1. On April 30, 2015, a tender was issued to six previously prequalified vendors for leasing rates for computer equipment. The tender provided one equipment schedule for equipment replacement for the Principals and Vice Principals. .
2. The tender required an annual lease rate for 350 laptops, docking stations and accessories on a 4 year term.

3. On May 14, 2015, bids were received from five prequalified vendors.

Vendor	Schedule 1 (4 year term)	
	Yearly Rate	Total for 4 Years
IBM	\$178,630.54	\$714,522.16
Dell Financial	\$186,606.88	\$746,427.52
Element	\$187,139.71	\$748,558.84
Hewlett Packard	\$189,688.85	\$758,755.40
Compugen	\$193,201.42	\$772,805.68

4. An evaluation team comprised of staff from the Materials Management and Technical Services Department reviewed the bids. The evaluation recommends award to the low bidder being IBM at a yearly rate of \$178,630.54 for a 4 year term total of \$714,522.16 excluding taxes.
5. These leases will be funded from the In School Administration and Computer Expenditure Categories for the term of the leases.

E. STAFF RECOMMENDATION

That the Board of Trustees approve the tender award for leasing rates for computer equipment, to the low bidder meeting specifications being IBM Canada at a yearly rate of \$178,630.54 and a grand total of \$714,522.16 excluding taxes over a 4 year term. This expenditure will be funded from the In School Administration and Central School Computers budgets.