

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 5c

Date of Meeting September 12, 2011

DATE: September 6, 2011
TO: Tay Yoshitani, Chief Executive Officer
FROM: Peter Garlock, Chief Information Officer
SUBJECT: Purchasing Contracts for Technology Equipment

Three-Year Amount: N/A

Source of Funds: Previously approved
expense budgets and capital budgets

Amount This Request: \$0

ACTION REQUESTED:

Request authorization for the Chief Executive Officer to execute appropriate contract documents utilizing the Washington State Department of Information Services (DIS) for the purpose of procuring technology equipment/hardware. This is not a request for funding. All purchases will be made with previously approved expense budget funding or approved capital project funding by December 31, 2015.

SYNOPSIS:

In a typical year, the Port spends about \$4 million on technology equipment purchases made through DIS agreements. Approval of this request will allow the Port to continue executing purchasing agreements through DIS that enable efficient procurement of required technology equipment/hardware at favorable prices. This is not a request for funding; all purchases will be made by December 31, 2015, with previously approved expense budget funding or approved capital project funding.

BACKGROUND:

In order to conduct on-going business at the Port of Seattle, it is necessary to purchase computers, peripherals, servers, routers, network switches, cable, conduit and other technology equipment. These expenditures are largely replacement of old and potentially failing equipment.

Washington State Department of Information Services (DIS) has existing contracts with multiple technology vendors for the purchase of technology equipment. These contracts were competitively procured by DIS and tend to have very favorable prices due to the

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large volume discounts available to the State. As a government agency, the Port of Seattle can partner with DIS to utilize their procurement contracts.

By establishing purchasing agreements with DIS, we can efficiently buy what we need, when we need it, at very favorable prices. The purchasing agreement is not a commitment to buy anything, it merely allows us the opportunity to purchase through DIS should we choose to do so.

SOURCE OF FUNDS:

This is not a request for funding. All purchases will be made with previously approved expense budget funding or approved capital project funding.

OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS:

None.