

## **BUDGET COMMITTEE – FEBRUARY 27, 2007**

### **2007 PROPOSED CAPITAL BUDGET ADDITIONAL INFORMATION PERSONAL COMPUTERS (PC) REPLACEMENT PROGRAM**

#### **Recommendation**

The Commissioner of Economic/Technology Development and Communications, and the Chief Information Officer (CIO), in consultation with the Director of Reserves and Investments, recommend that:

1. This report be received for information.

#### **Economic Impact**

The established Personal Computer (PC) replacement program requires that approximately 25% of the City's total PC inventory be renewed each year. The required funding for this program is \$350,000 annually. A capital budget request for \$350,000 was submitted to the Senior Management Team to perform the planned PC replacements in 2007. This request was included in the proposed 2007 Capital Budget.

Reliable and efficient operation of the City's PC's is a critical business requirement for all City departments. By not replacing the appropriate number of PC's each year, the City will fall behind in the currency of its technology assets. Older equipment will breakdown more frequently, causing operational interruptions in departments, have negative impact on delivery of services to residents, and increase costs of PC maintenance.

#### **Communications Plan**

n/a

#### **Purpose**

To provide the Budget Committee with additional information in respect to the City's Personal Computers (PC) replacement program.

#### **Background - Analysis and Options**

Personal Computers (PC's) are used by all City departments in support of departmental business activities, operations and delivery of municipal services to residents and businesses. Reliable and efficient operation of the City's PC's is a critical business requirement for all City departments.

Recurring Four (4) Year Renewal Program:

There are approximately 770 personal computers (including desktop, laptops and workstations) being used by the City. To ensure reliable and efficient operation of PC's, an annual PC replacement program has been implemented by the Information & Technology Management department. The replacement program is designed to renew the City's PC inventory over a four (4) year cycle, by replacing (the oldest) 25% of the total PC inventory each year. This averages

out to about 198 desktops, laptops and workstations that require replacement each year. The following are details of unit costs and planned replacements for 2007:

Unit Type	Hardware Cost	Monitor Cost	Software License Renewal / Upgrade	Total Unit Cost	Approximate # of Units to be Replaced In 2007	Extended Cost
Desktop PC	\$750	\$200	\$400	<b>\$1,350</b>	<b>160</b>	<b>\$216,000</b>
Laptop PC	\$1,800	n/a	\$400	<b>\$2,200</b>	<b>30</b>	<b>\$66,000</b>
Power Workstation (GIS, drafting, engineering)	\$3,200	\$750	\$1,000	<b>\$4,950</b>	<b>8</b>	<b>\$39,600</b>
Printers, scanners, PDA's and other peripherals						<b>\$17,900</b>
Capital Administration Charge – 3%						<b>\$10,500</b>
<b>Total:</b>						<b>\$350,000</b>

**Procurement Method:**

To ensure that the City benefits from the most competitive pricing for PC's, a Request for Proposals (RFP) process is used to select the City's vendors of record for supply, installation and maintenance of PC's. The candidate vendors of record are required to submit competitive hardware proposals that meet the City's technical PC specifications. The proposals include all major hardware manufacturers' products, including IBM, HP, Dell and Toshiba. Once the City establishes its vendors of record and the standard hardware platform, the vendors of record are subjected to competitive bidding throughout the PC replacement cycle for the specific hardware being sourced by the City.

**Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council.

**Regional Implications**

n/a

**Conclusion**

Personal Computers (PC's) are used by all City departments in support of departmental business activities, operations and delivery of municipal services to residents and businesses. Reliable and efficient operation of the City's PC's is a critical business requirement for all City departments.

Annual funding of \$350,000 is required to sustain the established PC replacement program.

**Attachments**

ATTACHMENT A – Personal Computers Replacement History

**Report prepared by:**

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Respectfully submitted,

**Frank MIELE**, Commissioner  
Economic/Technology Development and  
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Chief Information Officer (CIO)

## PC Replacement History

Department/Function	In-use Cycle				To be Liq'd	Total
	2006	2005	2004	2003		
Buildings & Facilities	11	5	5	1		22
Budgeting & Long Range Planning	6	3	1	1		11
Building Standards	22	15	42	1		80
By-Laws Enforcement	8	1	8	15		32
Corporate Communications	3	5		7		15
Clerks	23	7		7		37
City Manager's Office	1	2		2		5
Council	10	11	3	3		27
Community Services	2		6	3		11
Engineering	34	13	7	3		57
Economic/Technology Development	7	5	1	5		18
Finance	18	4	8	10		40
Fire	14	8	10	16		48
Human Resources	1	1	6	8		16
I&T Management - Staff	4	15	11	10		40
I&T Management - Lab		2		4		6
I&T Management - Central Systems		2	13	1		16
I&T Management - Floaters/Loaners				1		1
Legal Services	3	5	1	6		15
Parks	5	3	5	4		17
Public Works	7	11	6	22		46
Purchasing Services	13	3		5		21
Parks Development		9				9
Community Planning	22	6		2		30
Recreation	32	21	29	42		124
Urban Design	4	3		3		10
Corporate Training Facility (MNR)				13		13
VBEC		2		3		5
<b>Corporate Total</b>	<b>250</b>	<b>162</b>	<b>162</b>	<b>198</b>	<b>0</b>	<b>772</b>

PC Replacement Rate	32%	21%	21%	26%	<b>25%</b>
					Average

