

## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** February 13, 2017  
**SUBJECT:** Authorize the purchase of 46 Zebra Citation writers and printers from CDW Government LLC in an amount up to \$118,997.00  
**PRESENTER:** Mike Young, Assistant Chief of Police

### **SUMMARY:**

The North Richland Hills Police Department converted to Electronic Citation Writers through Brazos Technologies in 2008. This hardware and software has served the Police Department and the Municipal Court well. This system serves in both citation issuance and automated data entry into the court's Incode computer system. Since implementation, the hardware portion of this system has become dated and less reliable in the field. Both the Police Department and Municipal Court agree that continuing this program is of great value to the City. Since the original inception of this system, Brazos Technologies has been purchased by Tyler Technologies. Even with the change in ownership, the programing still retains its great service to the City. At this time, the Police Department desires to replace all the aging equipment and retain Tyler Technologies as the software system to handle citation related data.

### **GENERAL DESCRIPTION:**

On December 16, 2016, a "Request for Proposal" was publicized for the minimal equipment needed to replace the aging citation equipment (45 units). On January 5, 2017, there were eight bids received of which CDW Government LLC came in with the lowest bid. CDW Government LLC is also a computer hardware company the City commonly does business with. A committee consisting of Bob Weakley and Tracy Brown from the Information Technology Department, Mike Young and Jeff Williams from the Police Department, and Debbie Durko from Municipal Court were brought together to score RFP 17-006 which was finalized on January 27, 2017. A rating system for equipment suitability (60%), price (25%) and delivery of product (15%) was assessed to determine the top submitting vender. CDW Government Solutions scored the highest across all areas of this assessment process. All committee members were in agreement with the winning bid, which was approximately \$5,000 lower than the next bid submission.

With the pricing coming in at below expected levels, the Police Department will be able to replace the 45 old units. With the addition of one unit, the pricing will be \$107,397. The setup fee for the new equipment from Tyler Technologies will be \$4,600 and



vehicle installation costs are anticipated to be \$7,000. The total estimated cost for this equipment replacement will be \$118,997. During this fiscal budget cycle, \$130,000 in funding was allocated to the Information Technology Department from the Court Technology Fund to pay for this project.

If approved, the Information Technology Department will purchase and configure 46 Zebra TC70 model citation writers and 46 Zebra MW520 Printers along with all the necessary hardware to operate this equipment out in the field. Additionally, the Police Department will ensure the necessary equipment is installed across the vehicle fleet. Once configured, 35 units will be deployed in front line police vehicles, nine units will be issued to Police Motor Officers and two units will be deployed as needed within the Police Department. Implementation for this program is expected to be completed in early June 2017.

**RECOMMENDATION:**

Approve the purchase of 46 Zebra Citation writers and printers from CDW Government LLC in an amount up to \$118,997.00.