



Staff Report HR2020-015

Title of Report: HR2020-015 – IT Equipment Upgrades
Department: Human Resources
Council Date: October 21, 2020

Recommendation:

Be it resolved that Council receive staff report HR2020-015 for information; and

That Council direct staff to proceed with using the Safe Restart Funding to purchase proposed upgraded IT Equipment; and

That Council direct staff to proceed with using Infinity Network Solutions as the provider for the proposed upgraded IT Equipment.

Background:

In March 2020, staff began to work from home due to the Township trying to stop the spread of COVID-19 in the workplace and to the public. Beginning in July, staff have been coming back to the office taking a phased approach. The COVID-19 numbers are continuing to rise which may mean reverting back Phases which results in less staff in the office and having to work from home again. This transition between home and office has been challenging due to the setup of IT equipment; specifically desktop computers versus laptops. Other challenges include printing/scanning/copying as well as online training.

In August 2020, the Ontario government announced \$195,300 in funding to the Township of Southgate as a Safe Restart Funding to support COVID-19 operating costs and pressures.

Staff Comments:

Staff have discussed various options and needs with Department Heads and have determined that the following IT equipment upgrades would allow for easier transitions and more efficiencies when having to move between office and home:

- 9 laptops with docking stations
- 3 monitors
- 1 multifunction printer

Since the main cause of this upgrade is due to the COVID-19 pandemic, staff propose to use the Safe Restart Funding to cover these costs. These upgrades will help while we are working through the COVID-19 challenges and make it possible for staff to work from home when required. Two (2) laptops are going to be dedicated for training purposes since more training is being completed online and there is currently not sufficient equipment to accommodate this for some departments. The total estimated cost for all required equipment and associated labour for setup is \$20,000 before tax.

Staff have researched and compared pricing of proposed laptops to more than five (5) sources and recommend Infinity Network Solutions provide the laptops since their pricing is comparable and they are our IT support providers so will be completing all setup and troubleshooting and future support.

Financial Implications:

The financial impact if recommendations are approved is \$20,000 and is recommended that it be supported through the Safe Restart Funding. The laptops ranged in price from \$1,203.95 to \$1,569.55 plus HST plus shipping from the quotes received. Infinity’s price is \$1375.00 includes shipping. The Infinity price is slightly higher but staff feel it is justified by the better quality brand name being provided and the local access to service and warranty on the products without shipping costs is a long term factor to be considered.

The Canon printer will be selected as it is the lowest cost per page for unit cost, maintenance and toner all in. The docking stations will be purchased based on the lowest cost

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive staff report HR2020-015 as information.
2. That Council direct staff to proceed with using the Safe Restart Funding to purchase proposed upgraded IT Equipment.
3. That Council direct staff to proceed with using Infinity Network Solutions as the provider for the proposed upgraded IT Equipment.

Respectfully Submitted,

HR Approval: Original Signed By
Kayla Best, HR Coordinator

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments: None