



David A. Crawford
Village Manager
dave@essexjunction.org

Village Manager's Office
2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax : (802) 878-6946
Cell : (802) 881-9599

MEMORANDUM

TO: Village Trustees
FROM : David A. Crawford, Village Manager
DATE : April 20, 2012
SUBJECT: Village Network Server Replacement Purchase Update Information

In the Capital Reserve Plan for FY12 there is \$21,000 for Technology Upgrade. This amount consists of \$6,000 to bring our e-mail in-house and \$15,000 for a new network server. The e-mail piece is completed. In the original plan, presented in December, the \$15,000 for the server was in FY13. However, due to workload concerns we requested that this project be moved from FY13 to FY12, and that is how the plan was adopted. The server is 6 years old, running out of space and needs to be replaced as soon as possible. May or June are less busy months for the MIS Director and, therefore, the better time to accomplish this change over. The process can be quite disruptive.

The \$15,000 for the server consists of about \$8,000 for hardware and \$7,000 for installation. We have opted to replace our HP Proliant Server with another HP Proliant Server. We have had very few issues with this server over the past 6 years and would like the same reliability in our new server. Our technical support company, The Tech Group, can buy HP products for the Village under the State of Vermont Contract.

Our purchasing policy states "In recognition of the state bid process, goods and services may be purchased without a formal bid process or competitive solicitation if purchased through the state bid." We will be exercising this State purchase option for the server (which is less than \$10,000) and purchasing the installation services from our current network services provider. The purchases will therefore conform to the Village Purchasing Policy.