nH | HOTEL GROUP

NEW PROCUREMENT MODEL FOR IT MATERIAL

From the IT Global User Infrastructure we inform you about the new procurement model for IT material:

The users (Hotel Managers and all users in CS-HQ) have to open a ticket in JIRA Portal to request any IT material.

Depending on the material, this request will be processed by the Department in several steps:

- **Workstation, and Laptops:**
  - Only request new material for:
    - Replace an old computer (out of warranty)
    - New appointments
    - The computer is so deteriorated (hardware) that it is difficult to work in good conditions
  - Both BU IT Central Services and Hotel managers can open a ticket in JIRA to request any replacement or new device. IT will manage all requests of new hardware for the hotels, although the Hotel Manager can request changes and new devices according to the needs of the hotel, always by opening a ticket in JIRA
  - Whenever the IT department has computers in stock, in warranty and not deteriorated, the IT department will provide this material before a new one is requested
  - The life (and warranty) of the computer is of 4 years
  - Attach list of models and prices

- **Printers**:
  - The minimum number of printers required, is: Black & White printer at Front Office, Multifunction one (even Colour printer contemplated in special locations) at Back Office, and Colour Printer at General Management Office (if an Event Department exits, another Multifunctional Printer is allowed.)
  - The current ODI model is a renting model service in 4 years' basis. The payment process is the following:
    - Renting financial quota
    - Monitoring and assistant fee (remotely and on site, if required). This fee includes parts and labour, and activity monitoring. This means that when the toner level is lower than 20%, Kyocera has to provide the toner substitution
    - Pay Per Copy (one price for each BW copy and another for each Colour copy)
  - All printers out of this agreement are not directly supported by IT Dept. Field Support service managed by Helpdesk service is contemplated for some printer's models out of the ODI agreement. IT will evaluate if this service applies when the hotel requests it
  - When the IT Dept. receives a new printer request, it will be evaluated and in case of considering that a new device is indeed necessary, the reasons will be detailed to the general manager and operations director, and they will make the final decision
  - Attach list of models and prices
  - During 2017, IT Dept. will review prices and the current contract

- Peripherals:
  - Monitors, keyboards, mouse, etc. should be requested by Jira portal

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- Servers, NAS and UPS:
  - IT Dept. manages the maintenance, changes and purchases of these devices

Workstations & Laptops

PRODUCT DESCRIPTION	COMMENTS	PRICE
Bundle PC	Hotel & Offices PC. Bundle (cpu, monitor, keyboard and mouse)	674.98 €
Bundle PC Mini	Hotel & Offices PC MINI. Bundle (cpu, monitor, keyboard and mouse)	865.71 €
CPU	Hotel & Offices PC	552.80 €
CPU (PC Mini)	Hotel & Offices PC MINI	747.40 €
Laptop 500 GB	Laptop 14", 500 GB HDD SATA. Bundle (laptop, mouse, docking, case)	890.81 €
Laptop 256 GB SSD	Laptop 14", 256 GB SSD PCIe M.2. Bundle (laptop, mouse, docking, case)	930.51 €
Laptop light 500 GB	Laptop 12", 500 GB HDD SATA Bundle (laptop, mouse, docking, case)	954.39 €
Laptop light 256 GB SSD	Laptop 12", 256 GB SSD PCIe M.2. Bundle (laptop, mouse, docking, case)	989.63 €
OTHER ELEMENTS		
Monitor	HP Monitor 20"	143.33 €
Touch Screen	HP Touch Screen 15"	380.23 €
Upgrade from 8GB to 16GB	Memory 8GB for usual laptop - Upgrade from 8GB to 16GB	31.97 €
Antitheft	Antitheft	34.15 €
USB Keyboard	USB Keyboard	27.45 €
USB Mouse	USB Mouse	21.88 €
Smart AC Adapter	Smart AC Adapter	27.45 €
UC Wired Headset	UC Wired Headset	62.51 €
Docking	Docking	99.64 €
Essential Top Load Case	Essential Top Load Case	26.73 €

Printers

			RENTING + PAY PER PRINT (48 months)	COPY PRICING	
			TOTAL MONTHLY FIX COST	B/W COST COPY PRICE	COLOR COST COPY PRICE
TYPE OF PRINTER	MODEL	FAX	Monitorized printers		
HIGH-END B/W MULTIFUNCTION PRINTER	FS-6525MFP	YES	80.03 €	0.0089 €	N.A.
WG MFP-Multifunction	ECOSYS 3540 idn	YES	34.17 €	0.0095 €	N.A.
HIGH-END COLOR MULTIFUNCTION PRINTER	TaskALFA 2552 CI	YES	185.89 €	0.0069 €	0.0574 €
LOW-END B/W MULFUNCTION PRINTER	Task Alfa 306ci	YES	50.09 €	0.0105 €	0.0872 €
GROUP B/W PRINTER	ECOSYS P3055	NO	33.82 €	0.0076 €	N.A.
SINGLE/RECEPTION B/W PRINTER	ECOSYS P3045 dn	NO	21.42 €	0.0111 €	N.A.
GROUP COLOR PRINTER	ECOSYS 7040 CDN	NO	44.98 €	0.0145 €	0.0836 €
ACCESORIES *	PRINTER	MODEL	PRICE	RENTING	
EXTRA TRAY FS-2100 DN	N.A.	PF-320	117.36 €	2.71 €	
EXTRA FAX CARD TA 306ci	N.A.	FAX SYSTEM 11	154.42 €	3.76 €	
4 PORT SWITCH	N.A.	PSUS4-EU	76.50 €		
FAILOVER (2 licences)	RECEPTION	N.A.	355.87 €		