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## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Ginger LePage, IT Manager  
**Date:** August 28, 2020  
**Subject:** **Approval of Replacement Laptops under the C.A.R.E.S. Act**

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### **ITEM DESCRIPTION**

Approval to purchase replacement laptops under the C.A.R.E.S. Act

### **BACKGROUND**

As part of the C.A.R.E.S. Act funding, IT is requesting approval to purchase the laptops necessary to transition all desktops to laptops and replace remaining unsatisfactory laptops with new laptop kits. The IT Department has determined there are 42 desktops that need to be replaced with laptops so that the employees can work remotely. Of those 42 replacement laptops, 41 are "basic configured" kits and 1 laptop is for the City's GIS Professional (which requires a more specialized laptop). Additionally, 41 laptops are antiquated and in need of replacement to improve employee's efficiency in working remotely.

The IT Department has received the attached quote from SHI (which holds a state contract) to purchase all 83 laptop kits for \$184,931.92, which is less than our previous estimation in the C.A.R.E.S. budget request.

### **RECOMMENDED ACTIONS**

Staff recommends the approval of the quote and purchase of necessary equipment, as presented.

Lynn Deutsch Mayor  
Eric Linton, ICMA-CM City Manager  
Sharon Lowery, CMC City Clerk

Pam Tallmadge City Council Post 1  
Jim Riticher City Council Post 2  
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4  
Joe Seconder City Council Post 5  
John Heneghan City Council Post 6