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To: Mayor and Town Council

From: Mike Erwin, Finance Director

**CC: Wade Carroll, Town Manager
Anita Otterson, Interim Town Secretary**

**Re: Purchase of replacement laptops and desktops from VersaTrust
Town Council Meeting, June 14, 2022**

Agenda Item:

Consider and take appropriate action authorizing staff to purchase replacement laptops, desktops, servers and docking stations from VersaTrust in an amount not to exceed \$45,286.94 for the FY22 IS capital equipment replacement.

Strategic Link:

Exercise fiscal discipline.

Background and Explanation

Each year the Town and VersaTrust establish a computer replacement plan and the requested purchase reflects the replacement plan for FY22. Replacement typically occurs after 3 to 4 years or as necessary for operations. As previously, the Town compared the VersaTrust quote to a quote from a State Department of Information Resources (DIR) quote to cover our purchasing policy requirements. The VersaTrust quote was \$50 lower on the laptops and the same price on other items.

Financial Considerations:

Funding is available in the existing FY22 IS Capital Equipment Replacement Fund. This fund's FY22 Approved Budget was \$100,000 for replacement items.

Legal Review:

N/A

Board/Commission/Committee Recommendation:

N/A

Staff Recommendation:

Staff recommends authorization of the purchase of replacement computers from VersaTrust in the amount of \$45,286.94.

Attachments:

- Quote from VersaTrust
- Quote from the DIR Vendor
- PO for VersaTrust

Mayor Alicia L. Fleury or designee