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Michael Wilkes
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Geneva School District 304

To: Dr. Kent Mutchler
From: Michael Wilkes
Date: February 14, 2022
Re: Staff Device Purchase Recommendation

On February 1st, the District received quotes on staff devices from multiple vendors. Prices for devices ranged from a low of \$1,269.23 to a high of \$1,539.00. After reviewing all responses, we are recommending the procurement of the equipment identified in Table 1. This purchase recommendation is aligned with the approved 2022-23 Technology Capital Plan's line item regarding staff device updates. This recommendation seeks approval to purchase these devices outright as outlined in the capital plan.

Table 1 – Equipment Procurement

Deploy To	Reseller / Provider	Device	Qty	Cost/Unit	Cash Purchase Cost
Purchase Lot A (Staff): GMS North, FES, HES, HSS, MCS, WAS, BUS, CESC	COTG	Lenovo ThinkPad Yoga X13 i5 processor; 8GB RAM; 256GB SSD	320	\$1,269.23	\$406,153.60
	COTG	4 th Year Manufacturer's Warranty	320	\$ 69.45	\$ 22,224.00
Total					\$428,377.60

The projected amount for this item was: \$1,100 per unit and the actual cost per unit is: \$1,338.68 (~33% over last year). In total, this purchase is approximately \$76,377.60 over the originally projected amount. The recommendation seeks to include the purchase of a 4th year manufacturer's warranty to support the planned life of up to 8 years for this lot of devices.

All agreements are pending Board approval.