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Michael Wilkes  
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To: Dr. Andy Barrett  
From: Michael Wilkes  
Date: February 23, 2026  
Re: Staff Device Purchase Recommendation

The 2026-27 Technology Capital Plan included the procurement of laptops for staff. The plan includes new devices for the staff assigned to the following locations: CESC, GMS North, FES, HES, HSS, MCS, WAS, GELP, and Transportation. After a request for quotes from multiple vendors, this recommendation seeks to purchase 330 laptops from CDW Government (CDWG). Table 1 provides the details for this recommendation.

**Table 1 – Equipment and Services**

Purchase Lot	Reseller / Provider	Device	Qty	Cost/Unit	Ext. Cost
<b>Lot A:</b> CESC, GMSN, FES, HES, HSS, MCS, WAS, GELP, Transportation	CDWG	Lenovo L13 Gen 6; Intel CPU; 16GB RAM; 256GB SSD; Integrated Pen	330	\$1,200	\$396,000
<b>Lot A</b>	CDWG	4-Year Warranty	330	\$60	\$ 19,800
<b>Total</b>					<b>\$415,800</b>

This recommendation is approximately 5% over the original budget planned for this expense.

All agreements are pending Board approval.