

227 N. Fourth Street
Geneva, Illinois 60134
(630)463-3070
mwilkes@geneva304.org



Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: March 10, 2025
Re: Staff Device Purchase Recommendation

The 2025-26 Technology Capital Plan included the procurement of laptops for staff. The plan includes new devices for the staff assigned to the following locations: GHS, GMS South, and Williamsburg Elementary School. After seeking quotes from several vendors, the district received quotes from three vendors. Only CDWG quoted pricing for the district's standard device configuration models. In total, this recommendation seeks to purchase 300 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
Lot A: GHS, GMS South, WES	CDWG	Lenovo X13 Gen 5; 16GB RAM; 256GB SSD; Digital Pen	300	\$1,024	\$307,200
Lot A	CDWG	4-Year Warranty	300	\$50	\$ 15,000
Total					\$322,200

In total, this recommendation is below the forecast budget included in the capital plan.

All agreements are pending Board approval.