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Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Kent Mutchler
From: Michael Wilkes
Date: May 8, 2017
Re: Employee Device Bid Summary & Recommendation for Award

On April 27, 2017 at 10:30 a.m. sealed bids were opened and read aloud for the Employee Laptop Bid.

Fourteen bid packets were issued but only four vendors submitted bids for the opening. The results are shown on the attached response sheet and the lowest responsible bidder is highlighted.

The vendors submitting qualified bids were:

- CDW-G
- Insight Public Sector, Inc
- Paragon Development Systems (PDS)
- Heartland Business Systems (HBS)
- COTG

It is my recommendation that the bid is awarded to Insight Public Sector, Inc. per the devices, quantities, and services as outlined below:

Deploy To	Device	Qty	Cost/Unit	Extended Cost
Staff: GHS, GMS South, WES	Lenovo ThinkPad Yoga 370	270	$916.52	$247,460
Total		**270**		**$247,460**

The cost per unit figure reflects the following:
- Base cost of device: $900.00
- 3-Year Accidental Damage Protection / Warranty: Included
- Imaging and Preparation Services: $16.52

In accordance with the 2017-18 Technology Plan, it is my recommendation to lease the devices for a term of four years. The funding recommendation, shown below, details the initial and ongoing amounts over this time.

Funding Recommendation

Expense	Year 1 (17-18)	Year 2 (18-19)	Year 3 (19-20)	Year 4 (20-21)	Total
Hardware Lease – 4-Yr*	$ 64,000	$ 64,000	$ 64,000	$ 64,000	$ 256,000
Image / Prep Service	$ 4,460	$ -	$ -	$ -	$ 4,460
Total	**$ 68,460**	**$ 64,000**	**$ 64,000**	**$ 64,000**	**$ 260,460**

*Lease amounts based on estimates received from a prospective lessor. Estimates are based on a traditional lease with a $1 buyout.

The $1 buyout approach is estimated to cost an additional $13,000 (5.3%) over a Cash purchase price. This was selected over a FMV lease as the District plans to use these devices beyond year four.