

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Public Works
PROGRAM: 45300-550004 Non-Capital Equipment Technology
SUBJECT: Computer upgrade for Public Works

Background: The public works department is requesting computer upgrades for various parts of the department. A total of 7 computers are in need of replacement according to the IT department along with software. The IT department has put together a cost of 7 computers @ \$1050 each, 7 Microsoft Office Licenses @ \$333.12 each and 3 ADOBE Acrobat Licenses @ \$283.58 each for a total of \$10,532.58. Public Works has the budget for this purchase and would like to move forward with the upgrades.

ACTION REQUESTED: Authorization to purchase 7 computers, 7 Microsoft Licenses and 3 ADOBE Acrobat licenses for a total cost of \$10,532.58

ATTACHMENTS: Email from Mason Davis
Date: (2/24/2025) Submitted By: (Tom Fellows)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List)

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO Executive Assistant

Scheduled for meeting on: March 12, 2025

Action taken:

Follow-up:



Tom Fellows <tom.fellows@umatillacounty.gov>

Cost for new computers

1 message

Mason Davis <mason.davis@umatillacounty.gov>
To: Tom Fellows <tom.fellows@umatillacounty.gov>

Thu, Feb 20, 2025 at 1:15 PM

Tom,

There are a total of 7 computers to be replaced. The following are the total costs:

(Computers being replaced: RD-OFFICE04, RD-OFFICE05, RD-SHOP01, RD-SHOP02, RD-SIGN02, RD-SURVEY1801, LAP-RD-WEED01)

7 computers = \$7,350 (\$1,050 each)
7 Microsoft Office licenses = \$2,331.84 (\$333.12 each)
3 Adobe Acrobat Standard licenses = \$850.74 (\$283.58 each)

Because the computers are above \$5,000, you will need to submit a pinkie and present it to the commissioners before I can purchase them, but until then, I can purchase the software right now if you would like. I would just need the line-items you want me to use.

Also, in regards to the survey plotter computer in the survey office, it is a special computer and we may have to have a separate discussion to get a new computer for that, so it is not accounted for in the above numbers.

Let me know how you would like to proceed.

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Mason Davis

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