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**MEMORANDUM**

**DATE:** March 6, 2014  
**TO:** Metropolitan Planning Commission  
**FROM:** Dee Anne Reynolds, Finance Manager *DAR*  
**SUBJECT: Agenda Item #50 - Request approval to purchase computers under Knox County Agreement # B27160 with Dell Marketing, L.P.**

This is to request approval to purchase 19 replacement personal computers and laptops and one new laptop from Dell Marketing, L.P. The total purchase is about \$29,700.00, or an estimated unit price of \$1,500.00. Five of the computers will be used by TPO staff and are eligible to be reimbursed 80 percent through our FHWA grant with TDOT for \$6,000.00. The remaining 15 computers are for MPC staff, general use, and the development service counter. The following budget line items have sufficient remaining funds to cover the purchase in fiscal year 2013-2014.

9500110-543500 MPC Small equipment and supplies \$23,700.00 pending purchase  
9500210-543500 FHWA Small equipment and supplies \$6,000.00 pending purchase

MPC Policies and Procedures require purchases over \$10,000.00 be approved by the full Planning Commission if not budgeted in a separate line item. The computers were budgeted in a group line item including office supplies, software and small equipment.

Staff Recommendation: Staff recommends approval of the purchase.

MPC Executive Committee Review: The Executive Committee will review this request on Tuesday, March 11, 2014 at the MPC Agenda Review meeting and then be placed in Other Business for consent vote at the March 13, 2014 MPC Planning Commission meeting.

Attachment: Tim Kuhn's spreadsheet

MPC AGENDA ITEM #50

Tim Kuhn's PC Order dated March 6, 2014

Owner	Purchase Date	Year Responsible	Form	MPC Cost	TPO Cost
Dev Serv Counter	5/26/2009	2014-15 MPC	Desktop	\$1,500	
Dev Serv Counter	5/26/2009	2014-15 MPC	Desktop	\$1,500	
Buz Johnson	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Mike Brusseau	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Tom Brechko	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Dan Kelly	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Emily Dills	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Kaye Graybeal	2/9/2010	2014-15 MPC	Desktop Large Monitor	\$1,500	
Terry Gilhula	2/9/2010	2014-15 MPC	Desktop	\$1,500	
Sara Martin	2/9/2010	2014-15 TPO	TDB	\$300	\$1,200
Bryan Berry	5/26/2009	2014-15 MPC	Desktop	\$1,450	
Betty Jo Mahan	4/23/2010	2014-15 MPC	Desktop	\$1,450	
Mike Reynolds	4/23/2010	2014-15 MPC	Laptop	\$1,450	
ellen.zavisca	5/26/2009	2014-15 TPO	Laptop	\$300	\$1,200
Alisa Ashouri	2/9/2010	2014-15 TPO	TDB	\$300	\$1,200
Liz Albertson	2/9/2010	2014-15 MPC	Laptop	\$1,450	
TPO (formerly Alan Huff)	4/23/2010	2014-15 TPO	Laptop	\$300	\$1,200
Tarren Barrett	2/9/2010	2014-15 TPO	Laptop	\$300	\$1,200
Mark Donaldson	4/27/2010	2014-15 MPC	Laptop	\$1,500	
General Use Laptop		2014-15 MPC	Laptop	\$1,400	
<b>Total Units</b>				<b>20</b>	<b>\$29,700</b>
<b>MPC Purchase</b>				<b>15</b>	<b>\$23,700</b>
<b>TPO Purchase</b>				<b>5</b>	<b>\$6,000</b>