



Agenda Item #42

DATE: June 1, 2016

TO: Metropolitan Planning Commission

FROM: Gerald Green, Executive Director

SUBJECT: 6-B-16-OB Request to purchase computers under Knox County Agreement #B27160 with Dell Marketing L.P.

This is to request approval to purchase computers, laptops and related accessories from Dell Marketing L.P. The total purchase is \$16,922. Two of the computers will be used by TPO staff and are eligible to be reimbursed TPO grants. The following budget line items have sufficient funds to cover the purchase in fiscal year 2015-2016.

9500110-453500 MPC Small equipment and supplies	\$8,716
9500210-543500 TPO Small equipment and supplies	\$8,276

MPC Policies and Procedures require purchases over \$10,000 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 is scheduled to review this request on Tuesday June 7, 2016 at the MPC Agenda Review meeting and then be placed in the Other Business for consent vote at the June 9, 2016 Metropolitan Planning Commission meeting.