



Agenda Item #65

DATE: November 30, 2017

TO: Metropolitan Planning Commission

FROM: Gerald Green, Executive Director

SUBJECT: 12-E-17-OB Consideration of Request to purchase computers under cooperative purchasing agreement.

This is to request approval to purchase computers, laptops and related accessories from Dell Marketing L.P. The total purchase is \$53,007. Several of the item purchased will be used by TPO staff and are eligible to be reimbursed with TPO grants. The following budget line items have sufficient funds to cover the purchase in fiscal year 2017-2018.

9500110-453500 MPC Small equipment and supplies	\$44,465
9500210-543500 TPO Small equipment and supplies	\$8,542

MPC Policies and Procedures require purchases over \$25,000 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 Thursday, December 14, 2017, prior to the monthly MPC meeting and then be placed in the Other Business for consent vote at the December 2017 Metropolitan Planning Commission meeting.