



Yamhill County
OREGON
Excellence in Service

INFORMATION TECHNOLOGIES
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DATE: September 3, 2021

TO: Yamhill County Board of Commissioners; Ken Huffer, County Administrator;
Justin Hogue, Business Services Director

FROM: Shane Hoffman, IT Manager

SUBJECT: Purchase Laptops

ATTACHMENTS (2): IT Purchase Order
Techheads quote

Request:

IT is requesting retroactive Board of Commissioners' approval to purchase 40 Lenovo ThinkBook 14s Yoga laptops. Supplier computer inventory levels fluctuate rapidly. If inventory is in stock, it is very likely the devices will be gone the next day. It is for this reason we needed to move quickly and lock in an order for the laptops. The hardware procurement is a planned, budgeted expense for fiscal year 2021-22. The equipment will be paid for by account 040-017-543.01 / Computer Replacement Fund / Department Equipment.

Adhering to our purchasing rules, I received three quotes from three different vendors from which to purchase the computer equipment. I propose to award Techheads as the selected vendor for purchasing the computer equipment. The cost comparisons are as follows:

Vendor	Cost
TechHeads	\$54,634.80
Lenovo	Extended lead times – no quote
Alden Associates Inc.	No reply

Thank you for your time and consideration.

Shane J Hoffman
IT Manager
Yamhill County

Accepted by Yamhill County
Board of Commissioners on
9/9/21 by Board Order
21-376