



Yamhill County
OREGON
Excellence in Service

INFORMATION TECHNOLOGIES
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DATE: December 9, 2021

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

FROM: John Burns, Sr. Systems Administrator

SUBJECT: Purchase Laptops

ATTACHMENTS (2): IT Purchase Order
Techheads quote

Request:

IT is requesting retroactive Board of Commissioners' approval to purchase 75 Lenovo ThinkPad E14 Gen 2 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	\$82,350.00
CDW	\$147,656.25
Alden Associates Inc.	\$132,675.00

Thank you for your time and consideration.

John Burns
Sr. Systems Administrator
Yamhill County

Accepted by Yamhill County
Board of Commissioners on
12/16/21 by Board Order
21-491