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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Computer Equipment for Work at Home

Date: August 3, 2020

BACKGROUND

Considering the current health pandemic, the ability to work remotely has become a strong requirement in case there is a need to temporarily close City offices.

Funding is available from the State of Oklahoma through the Coronavirus Relief Fund (CRF) to be reimbursed for equipment purchases needed for employees to work from home. While the funding is not guaranteed, these purchases are critical to continue public services should the city's offices have to be closed for any length of time.

Staff has identified the need for six laptops and four Surface Pro computers. The total cost is \$22,797.00

With the purchase of this equipment, every employee that uses a PC on a daily basis will have either a laptop or microcomputer that can easily be taken home, allowing critical City functions to continue.

STAFF RECOMMENDATION

Staff recommends approval of the purchase of six laptops and four Surface Pro computers and associated accessories at a cost not to exceed \$22,979.00, funded in the Capital Improvement Fund, account 12-5401-020.

Attachments:

Safari Micro Quote for Laptops
Safari Micro Quote for Surface Pros