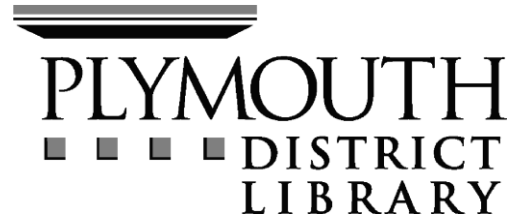


**August 9, 2021**

**To: Plymouth District Library Board**

**From: Melanie Bell, Head of Information Technology**

**Re: Chromebook Purchase**



We were awarded a \$17,000 grant from the Bosch Foundation through the support of our Friends. Of the \$17,000 grant, \$10,000 is being designated for the purchase of 10 hotspots and 10 Chromebooks. Hotspots have already been purchased but we still need to order the Chromebooks.

I sent out a request to three vendors for a quote for 10 Chromebooks with 14” screen, 8GB of RAM and 64 GB of storage, 2 extra power cords per Chromebook, 10 cases, and a charging station. The lowest, and most complete bid is from Insight. We’ve worked with this company before. The cost of the Chromebooks is less than the amount budgeted in the grant. We budgeted \$7000.

The cost of purchasing this equipment is expected to fall under section C (Open Market Purchases greater than \$5,000 and less than \$25,000) of the Library’s Purchasing Policy. I have three formal quotes to present to the board at the August 17th board meeting. Funding is available in this year’s budget.

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE THE PURCHASE OF 10 Chromebooks FROM INSIGHT AT A COST OF **\$6,510.09**

AYES \_\_\_\_\_

NAYS \_\_\_\_\_