

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#15

Date: 9/6/19 Weekly Agenda Date: 9/17/19

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Auditor-Pat Gill

WORDING FOR AGENDA ITEM:

Approve purchase of 5 scanners for election office.

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

The Board will consider approving the purchase of 5 scanners for election clerks.

BACKGROUND:

A CIP request for these scanners in the amount of \$2,150.00 was turned in to the Finance Director during the budget process last fall, along with a CIP request for voting booths. The scanners are not currently on the approved FY20 CIP list.

FINANCIAL IMPACT:

We would like the scanners added to the FY20 CIP list. The price now, including a 3 year warranty, is \$2,494.55.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Add scanners to the FY20 CIP list and approve purchase at the cost of \$2,494.55.

ACTION REQUIRED / PROPOSED MOTION:

Motion to Approve to purchase out of FY20 CIP.

CIP – NEW PROJECT REQUEST FORM

Project Name: Election scanners

Project Number: (Finance will provide number)

Project Manager: Steve Hofmeyer

Department/Division: Auditor / Elections

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Total</u>
<u>Revenues</u>						
Total Revenues						

<u>Expenditures</u>						
5 HP ScanJet Pro 3000 s3	\$ 2,150					
(430 each)						
Total Expenditures	\$ 2,150					

Comments:

City of Sioux City
PURCHASING DEPARTMENT

ITSAVVY LLC
313 S ROHLWING ROAD
ADDISON, IL 601013029
Request No: 0000258666

Page No. 1

FAILURE TO COMPLETE THE FOLLOWING INFORMATION WILL VOID THE BID.
FOLLOWING:

Signature of authorized person:

Signed: John Place

Phone No: (312) 676-5351

Date Of Bid: 9/3/2019

Fax No: () -

Estimated delivery date: 4-5 days

Tax Id No: 55-0865845

E-mail address jplace@itsavvy.com

INVITATION TO BID BY FAX/EMAIL

***** BID DUE DATE & TIME *****

* You are invited to bid, and bids will be *
* received by fax at (712)279-6243 or email *
* to: siouxcitypurchasing@sioux-city.org *
* no later than: *
* 3:00 PM on September 3, 2019 *

If you have questions or need further assistance
please call (712)279-6237

1. Bidder may bid on items in his line and omit those items with which he is not familiar. All items bid shall be new and unused unless otherwise provided.
2. Bidder shall not substitute on items designated by "NO SUBSTITUTES". All other items can be substituted and the bidder shall indicate and describe the item quoted.
3. City reserves the right to reject all bids; to accept any item or group of items bid unless the bidder qualifies his bid by specific limitations.
4. All prices quoted shall be F.O.B. SIOUX CITY, IOWA 51101 & delivered as shall be designated.
5. Discount terms: _____ % _____ days.

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Page No. 2

ITEM NO.	QUANTITY REQUESTED UOM Item Description	QUOTED UNIT COST	EXTENDED COST
001	5.00 EA HP SCANJET PRO 3000 S3 SCANNER PART# L2753A#BGJ QUESTIONS, MICHELLE @ 712-279-6547	\$419.59	\$2,097.95
002	5.00 EA OPTIONAL ITEM: HP 3 YEAR NEXT BUSINESS ONSITE EXCHANGE HARDWARE SUPPORT FOR SCANJET PRO 3XXX	\$79.32	\$396.60