To: Len Flood
          Finance Director

From: Larry McGhinnis
          I.T. Manager

Date: April 26, 2005

Subject: Replacing PCs

Over the past three years in light of the economical environment, I have taken a conservative approach to the replacement of Village PCs. In the past I would order only 7 or 8 at a time to replace ones that needed repairs. When I view the replacement of PCs I take into consideration any new software purchases that may have an impact on the hardware. From an IT's prospective software dictates what hardware is needed. As we continue to install upgrades to current Village software the hardware starts to become obsolete. That is the case in Public Works. Most of the PCs in Public Works are at least 5 years old.

My plan was to wait until FY2006 to replace the PCs in Public Works however since the software upgrades have caused excessive boot up times and file locking problems I am recommending that we upgrade these PCs sooner. This will improve efficiency and productive plus prepare us for future software upgrades.

IT is recommending purchasing all the PCs at one time this year to allow for a smooth implementation and provides the same configuration that makes future support easier. The Village has standardized on Dell computers and government pricing is being applied.

Funding for this project would come from the computer reserve account that has $30,000 allocated for the replacement of 30 PCs.

IT recommends a contract be awarded to Dell in an amount not to exceed $29,207.40 for the purchase of 30 PCs that include 3yr on-site warranty.