

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Gary Schrader

Date Submitted: 11/30/2022

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? N/A

Description of the item and why the item is needed at this time.

The City's core network routing switch stopped functioning and was replaced with the one spare that we had available. I need to purchase a new core routing switch to avoid the potentially very costly downtime that could occur if we were to experience another equipment malfunction.

Can your job be performed without the purchase of this item? Please explain below.

Yes. But not having a spare core switch on hand makes the City vulnerable to the potential of an extended network outage that would affect our ability to handle internal processes and to serve our citizens.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Yes. There is enough money in the 100-1040-5100 Capital Purchases account to pay for the equipment, which will cost \$7330.59 (based on public sector purchasing contract). There is leftover money in the Virtual Servers line item that I am asking to move into a new line item for this purchase, making it effectively budget-neutral.

Is this to replace a current capital asset?

If so please list below the item being replaced and why it can not be used any longer.

How do you plan to dispose of the item that is being replaced?

Approval by City Administrator

Signature and Date

Approval by Council President

  
Signature and Date

\*\*\*\*\*THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR\*\*\*\*\*