



TOWN OF PUTNAM VALLEY

Addendums

Town Board Work Session Agenda

August 19, 2020

VIA ZOOM

5 PM

Please add Item 4:

Facilities:

4. Authorize the Supervisor to purchase 3 laptops for Town Staff



4

Town of Putnam Valley

To: Putnam Valley Town Board

From: Susan L. Manno

Date: August 18, 2020

Subject: Authorize Facilities Department to Purchase (3) Laptop Computers

I formally request that the Putnam Valley Town Board authorize the Facilities Department to purchase (3) laptop computers for town staff to share. Due to COVID-19 restrictions many departments are having to conduct business via Zoom Meetings and need a laptop in order to perform these tasks. Units are Dell Inspiron 15.6, (3) laptops, cost per computer \$609.00, total price \$1,827.00, (3) carrying cases \$21.99 each \$65.97, total combined expense \$1,892.97 As this has been an unforeseen situation and not budgeted for the funding will need to come from the General Fund.

Advanced Communications Associates, LLC

485 Peekskill Hollow Road - P.O. Box 695
Putnam Valley, NY 10579-
Phone: (845) 528-6620 Fax: (845) 528-6620

Invoice

Town of Putnam Valley
265 Oscawana Lake Road
Putnam Valley, NY 10579-
Att: Susan Manno

Invoice Date:	8/13/2020
Invoice Number:	02350
Date Received:	8/2/2020
Date Completed:	8/13/2020
Customer ID:	000006
PO Number:	
Terms:	Due on receipt
Contact:	Manno, Susan

Service Requested:
Laptop + Carrying bag order

Resolution:
Laptop + Carrying bag order

Part Name	Part Description	Quantity	Unit Price	Subtotal
LT43211503	Dell Inspiron 15.6" 3000 Anti-Glare LED-Backlit Display Laptop, 10th Generation Intel Core i3-1005G1 Processor, 8GB RAM, 128GB SSD, Wireless+Bluetooth	3	\$609.00	\$1,827.00
LB14	15.6 inch Laptop Shoulder Bag Messenger Bag Case Notebook Handle Sleeve Neoprene Soft Carrying Tablet Travel Case with Accessories Pocket	3	\$21.99	\$65.97

Balance Summary	Subtotal	\$1,892.97
	Sales Tax	\$0.00
	Service Order Total	\$1,892.97
	Total Payments	\$0.00
	Amount Due	\$1,892.97

Please remit all payments to: P.O. Box 695