

## Equipment Purchase cost for Budget 2019-2020 (07/17/19 KL)

Please use the following accounts for budgetary Purchases:

- \* **Less than \$500 (per each single item)**, can be purchased from Office Supplies (5171), Tools (5190), Law Enforcement Supplies (5183), or any other Supply line-item-account – 5191, etc.
- \* **\$500 - \$4,999.99 (per each single item)**, with a life-span of over one year, is an inventoried fixed asset, use Departmental Furniture & Equip. (5199).
- \* **\$5,000 and above (per each single item)**, with a life-span of more than one year, is an inventoried “capital” fixed asset, Dept. Furniture & Equip. – 5504, Vehicles – 5505, Computers - 5506, or Special Dept. Equip. - 5507.

**A. Desktop-Computers/Scanners/Printers/Phones: ECTOR COUNTY STANDARD ITEMS:**

**Desktop Computer (CA, DA, SO):** \$1,100; comes with monitor, keyboard, mouse and 8GB RAM.  
**Tower Computer:** \$1,000; comes with monitor, keyboard, mouse. **Surface Pro5/6Tablet:** \$1,900; comes with keyboard cover and extended warranty. **23” Monitor:** \$280; **VOIP Wired Headset:** \$200; **VOIP Bluetooth Headset:** \$300; **Softphone Wired Headset:** \$100; **Softphone Bluetooth Headset:** \$350. (Dual Monitors need additional cable, \$30.) For items other than these: Contact Mario Ornelas in IT on requirement needs and he will provide brand & model to Purchasing for pricing.

**B. Business Application Software:** Call Melanie in IT on requirement needs and she will provide brand & model to Purchasing for pricing. **NOTE:** Initial Purchase should come out of (5208), yearly renewal of an already purchased software item out of Software Maintenance (5283), and Subscriptions out of (5207).

**C. Repair of Office & Shop Equipment:** Each department must budget for repair of their office equipment (5252) and the repair of shop or other equipment (5247). Printer Repair—Call IT—Paid out of IT budget (5261). Contracted vendor will repair. If not able to repair, department will need to purchase a new one. Purchasing Department occasionally has used ones in the Purchasing Pool. Call IT Help Desk, or Mario Ornelas at 498-4010.

**D. Radios:** Contact Stephen White at the Sheriff’s Office with your requirements, at 335-3599. He will make recommendations and will provide brand & model for Purchasing to get pricing.

**E. Phones: Desktop** are budgeted out of **5351** \$20/Month/Phone (new phone purchase \$800). **Ethernet** drop \$700. **Cellphones, Jetpack Wifi, Aircards**, etc. are to be budgeted out of **5207**. Smartphone = \$55/month; Basic Phone = \$28/month. All phones are unlimited text/data; Voice is not unlimited. Additional cost for purchase of phone that varies on brand and model, **5171**.

**F. Furniture:** All the HON Furniture pricing below includes assembly, delivery and installation. Price also includes lifetime warranty on most furniture, some 12-year warranty. If you order furniture from the Officewise catalog, most of that furniture has a 1-5 year warranty.

Chair, Executive High-Back, Leather, HON 2091SR.11T	\$380.00
Chair, Executive Mid-Back, Leather HON 2092SR.11T	\$345.00
Chair, Secretarial, Mesh-Back (with or w/o arms.)HON HWMMKD.Y2.N.AB12T	\$325.00
Chair, Side (Guest), HON H4008.AB12T	\$195.00
Desk, Executive, Double Pedestal, Wood, HON VW076D.____C____90250.____	\$975.00
Desk, Double Pedestal, Metal, HON HP3262, 60"W x 30"D	\$665.00
Desk, Secretarial, with Return, Wood, VW061L.C._____/HVW182R.C.____)____-____	\$1,335.00
Desk, Secretarial, with Return, Metal, HON P3266L/P3235R	\$900.00
Filing Cabinet, Vertical, Metal, w/lock, 4-drwr, Letter, HON 214.P	\$455.00
Filing Cabinet, Vertical, Metal, w/lock, 2-drwr, Legal, HON 212C.P	\$415.00
Filing Cabinet, Vertical, Metal, w/lock, 4-drwr, Legal, HON 214C.P	\$530.00
Filing Cabinet, Lateral, Metal, w/lock, 4-drwr, <b>36"</b> W, HON 784.L	\$690.00
Filing Cabinet, Lateral, Metal, w/lock, 4-drwr, <b>42"</b> W, HON 794.L	\$795.00

**If you need further pricing assistance, please call the Purchasing Department at 498-4020.**