

MARIN TELECOMMUNICATIONS AGENCY

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MEMORANDUM

DATE: April 8, 2009
TO: MTA Board of Directors
FROM: Barbara Thornton, Executive Officer
SUBJECT: AGENDA ITEM **D-4**: OFFICE EQUIPMENT PURCHASE APPROVAL

Recommended Action: Authorize the Executive Director to purchase up to \$15,000 of office and computer equipment for new office at 555 Northgate, San Rafael, with MTA's share not to exceed \$7,500.

Background:

The MTA is moving into its new office at 555 Northgate this week. The equipment currently used by MTA/MERA/MGSA's Staff Assistant is owned by the County of Marin. Therefore purchase of office and computer equipment is necessary to equip the new office. The cost of the purchases will be shared by MERA/MGSA/MTA based on use. The estimated expenditure for office equipment and computers is \$15,000, which will be shared as appropriate between the three JPAs. The equipment purchase will include two (2) computers, two (2) dock stations, two (2) LCD displays, two (2) printers (one including fax & scan capability) and a server. Microsoft Office, Acrobat and security and server software will also be purchased.

The new offices cubicles are equipped with office furniture and staff is obtaining surplus office furniture from the County of Marin for the private offices.

Financial Impact:

MTA's share of the estimated \$15,000 office equipment purchase is estimated to be less than \$7,500. \$15,000 is allocated for office equipment within MTA's 2008-09 Budget.