



Accountability – Honesty
Dedication – Integrity – Respect



Memorandum

Date: July 23, 2026
To: City Administrator
From: Jeri Kay Hopkins, Library Director
RE: Purchase of Computers for the Library Public Computer Lab

Recommendation: The Columbus Public Library Board has recommended the purchase of computers, software, and maintenance for the public library lab.

Discussion: This is a CIP project for the library. It is my understanding that the computers were last upgraded more than 5 years ago. We are decreasing by two the number of computers in the lab. More and more people are bringing their own laptops to use at the library so that we do not need the total that we currently have.

Fiscal Impact: \$34,641.74

Alternative: None

Signature: Jeri Kay Hopkins

Concurrence: Betsy Eckhardt

Approved: [Signature]

City of Columbus, Nebraska Purchase Request Form

This form must be fully completed before any purchase, contract, or expenditure of City funds.

****When sending to Finance: Subject line on email should read- "Purchase Request Form"**

	AMOUNT: 34641.74				
PROCESS:	\$999 or less	\$1,000 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$74,999	\$75,000
Purchase Request Form		X	X	X	X
2 Quotes		X			
Dept Head Approval		X	X	X	X
3 Quotes			X	X	
City Administrator Approval			X	X	X
Verification of Funds, Finance Director			X	X	X
Form Bidding Required					X
City Council Approval				X	X

1. Requesters Information

Department / Division: Library

Requesting Employee: Jeri Hopkins

Supervisor: _____

Department Head: Jeri Hopkins

Date: _____

2. Type of Purchase

☒ Goods / Supplies / Equipment

☐ Contractual Services

☐ Professional Services (QBS)

☐ Construction / Capital Improvement

☐ Emergency Purchase

3. Purchase Description:

Fully describe the goods or services and their purpose.

Library Computer Lab Desktop computers, monitors, software, warranties, and mounts. This is a CIP project.

IT recommends the CDW-G quote as the Provantage quote is missing the mounts.

4. Selected Vendor Information:

Vendor Name: CDW-G Contact Name: Mike Elliott
Phone: 877-459-7057 Email: mike.elliott@cdwg.com
Cooperative Purchasing (State Contract, Sourcewell, etc.): ☒ Yes ☐ No

5. Cost & Budget:

Total Cost: 34,641.74
Account Number(s): 100-130-57510-26022
Funds Available: ☒ Yes ☐ No

6. Number of Quotes obtained: Two

If this is a sole source quote please explain:

7. Approvals

Supervisor / Designee: _____ Date: _____
Department Head: Betsy Eckhardt Date: 7/23/2026
City Administrator (if \$5,000+): [Signature] Date: 7/27/26
City Council Approval (if \$25,000+): _____
Verification of Funds:
Finance Director (if \$5,000+): Christopher A. Nguyen Date: 07/27/26

AS NEEDED: Description of Emergency Purchases

An "emergency" shall be defined as any event that interrupts the normal administration of municipal services, thereby jeopardizing the life, health of citizens.

Describe emergency circumstances and justification.



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

MATT SOUKUP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PXXP074	7/22/2026	LIBRARY COMPUTER LAB	3896862	\$34,641.74

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP EliteDesk 8 G1a Desktop Computer - AMD Ryzen 5 220 - 16 GB - 512 GB PCI Mfg. Part#: CP3M1AT#ABA Contract: Sourcewell 121923-State of Nebraska (111216 04)	22	8535676	\$988.89	\$21,755.58
HP 524pf 24" Class Full HD LED Monitor - 16 9 - Black Mfg. Part#: 9D9L6UT#ABA Contract: Sourcewell 121923-State of Nebraska (111216 04)	22	8055595	\$151.19	\$3,326.18
HP Mounting Sleeve for Mini PC, Power Supply, Display Mfg. Part#: 99T55AA Contract: Sourcewell 121923-State of Nebraska (111216 04)	20	7883801	\$61.22	\$1,224.40
HP ProBook 4 G1a 16" Notebook - WUXGA - AMD Ryzen 5 230 - 16 GB - 256 GB SS Mfg. Part#: BM2S8UT#ABA Contract: Sourcewell 121923-State of Nebraska (111216 04)	5	8361977	\$963.72	\$4,818.60
HP Care Pack Onsite - 5 Year - Warranty Mfg. Part#: UJ0B7E Electronic distribution - NO MEDIA Contract: Sourcewell 121923-State of Nebraska (111216 04)	22	8430755	\$79.34	\$1,745.48
HP Care Pack Onsite - 5 Year - Warranty	5	8052631	\$354.30	\$1,771.50

QUOTE DETAILS (CONT.)

Mfg. Part#: U86DXE

Electronic distribution - NO MEDIA

Contract: Sourcwell 121923-State of Nebraska (111216 O4)

SUBTOTAL	\$34,641.74
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$34,641.74

PURCHASER BILLING INFO**Billing Address:**

CITY OF COLUMBUS
ACCTS PAYABLE
2500 14TH ST STE 3
COLUMBUS, NE 68601-4958
Phone: (402) 562-4242

Payment Terms: Net 30 Days-Govt State/Local**DELIVER TO****Shipping Address:**

CITY OF COLUMBUS
ATTN:MATT SOUKUP
2500 14TH ST STE 3
COLUMBUS, NE 68601
Phone: (402) 562-4242
Shipping Method: UPS Ground

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

**Sales Contact Info****Mike Elliott** | (877) 459-7057 | mike.elliott@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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CERTIFIED QUOTATION

Customer Number 2173954	Quotation Number 9866449	Issue Date 07/22/26	Terms Net 30 days	Customer Reference None
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Issued by: Dan Ackerman 330-433-2556 dackerman@provantage.com

ACCTS PAYABLE
LAURA RUPP
CITY OF COLUMBUS
2500 14TH ST STE 3
COLUMBUS, NE 68601-4958

(402)562-4242
accountspayable@columbusne.us

QUOTATION

Shipping

MATT SOUKUP
CITY OF COLUMBUS
2500 14TH ST STE 3
COLUMBUS, NE 68601-4958

(402)562-4242
matt.soukup@columbusne.us

Via Ground Service

Attention: (402)562-4242 Patrick.Kosmacek@columbusne.us

SKU	Product Name	Part Number	Quantity	Each	Total
HEWKHYN	HP SBuy EliteDesk 8 Mini G1a AMD Ryzen 5 220 16GB 512GB WLAN W11PS	D32NPAT#ABA	22	985.00	21,670.00
CMPD0K4	HP 5yr Onsite Desktop Support	UJ0B7E	22	78.00	1,716.00
HPP9M6A	HP Sbuy Series 5 Pro 23.8 inch FHD Monitor - 524pf	9D9L6UT#ABA	22	134.00	2,948.00
CMPKEVF	HP CE ProBook 4 G2a AMD Ryzen AI 5 430 16GB 512GB W11P Copilot+ Std	DK0E8UT#ABA	5	1,350.00	6,750.00
CMPD0JC	Hp 5Y Premium OnSite NB	U86DXE	5	310.00	1,550.00

Provantage LLC
7576 Freedom Ave NW
North Canton, OH 44720

Subtotal: 34,634.00

Shipping: FREE

Total: \$34,634.00

To place your order, email dackerman@provantage.com or call 330-433-2556.

Please note that prices on this quotation cannot be guaranteed beyond the issue date.