

RESOLUTION NO. 1998-59

RESOLUTION AUTHORIZING BUDGET AMENDMENTS TO THE WEAKLEY COUNTY, TENN
GENERAL FUND FOR THE FISCAL YEAR ENDING JUNE 30, 1998.

WHEREAS, a state grant is made to Weakley County, Election Commission of \$2,693.70 for the express purpose of purchasing a PC, printer and software from the statewide contract; and

WHEREAS, Weakley County shall be provided the computer system to access the state's central voter registration database and to transfer electronic information between the state and county systems.

NOW, THEREFORE BE IT RESOLVED, by the county legislative body of Weakley County, Tennessee assembled in regular session on this the 16th day of March, 1998 in Dresden, Tennessee that:

SECTION 1. The Weakley County, General Fund is hereby amended as follows:

Fund #101 Acct-Object Number	Account Name	Approved Budget	Budget Amendment	Amended Budget
Estimated Revenue				
46980	Other State Grants (Election Comm.)	15,000.00	2,693.70	17,693.70
Estimated Expenditures				
51500.709	Data Processing Equipment	-0-	2,693.70	2,693.70

SECTION 2. BE IT FURTHER RESOLVED, that all resolutions of the Board of County Commissioners of Weakley County, Tennessee, which are in conflict with this resolution are hereby repealed.

SECTION 3. BE IT FURTHER RESOLVED, that this resolution take effect from and after its passage, the public welfare requiring it. This resolution shall be spread upon the minutes of the, Board of County Commissioners.

Pursuant To The Rules Of The Commission, This Resolution Is Sponsored By The Following Members Of The Weakley County Board Of County Commissioners:

SPONSORED BY:

Mac Buddley

SPONSORED BY:

[Signature]

ACKNOWLEDGED AND APPROVED:

[Signature]
Chairman, Finance, Ways & Means Committee

ACKNOWLEDGED AND APPROVED:

[Signature]

Motion made by Commissioner Tidwell that the foregoing resolution be adopted:
Motion seconded by Commissioner Bucy

Upon being put to a roll call vote, Motion carried by a vote of 17 Yeas, no Nays,
no Passed and 3 Absent.

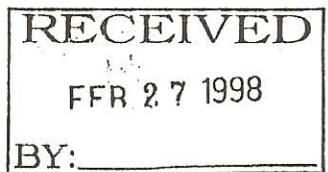
ATTESTED:

[Signature]
Pat Scarbrough, County Clerk

APPROVED:

[Signature]
Ron Gifford, County Executive

THIS THE 16 DAY OF March, 1998



State of Tennessee
Department of State
Division of Elections
Suite 500 James K. Polk Building
Nashville, Tennessee 37243-0309
(615) 741-7956

MEMORANDUM

TO: Administrators of Elections

FROM: Brook K. Thompson *BKT*
Coordinator of Elections

RE: Communication Line and Computer Installation

DATE: December 11, 1997

Enclosed you will find a Letter of Agreement and a document containing general information on the communication line and computer installation for your office. The Letter of Agreement identifies the computer components needed by the office and the money used for the purchase of the components. There are order forms with the items needed for each contract. There is some county specific information that is required for you to provide. You may mail the order forms to each vendor or to my office. Remember to retain a copy for your records. The remaining document contains some suggested steps in preparing for the line and computer installation.

If there are any questions concerning these documents or anything else concerning the state central system project, please contact me or Steve Griffy (615-532-7291)

BKT:uw

Enclosures



State of Tennessee
Department of State

Division of Elections
Suite 500 James K. Polk Building
Nashville, Tennessee 37243-0309
(615) 741-7956

98-59

February 23, 1998

Dear Diane Cashon:

This grant of \$2693.70 is made to Weakley County for the express purpose of purchasing, from the statewide contract, the PC, printer and software specified below which are essential to the successful implementation of the Automated Electoral System.

Space within the normal working area of the county election registrar shall be provided by the county for installation of the PC and printer unless otherwise approved by the Coordinator of Elections. The primary use of the PC and printer shall be to access the state's central voter registration database and to transfer electronic information between the state and county systems and for printing such information.

The proceeds of this grant shall be used within 30 days of receipt to purchase the specified items from the statewide contract. The statewide contract vendor shall be instructed to ship the equipment to the address below for initial configuration. Delivery to and installation in the county will be performed by Local Government Data Processing Corp.

Initial shipping address: Local Government Data Processing Corporation
714 Armstrong Lane
Columbia, TN 38401

Statewide Contract Specifications:

Qty	Line	Commodity Code	Description	Part #	Price
1	17	Platform 1b 205-11-039619	Compaq DeskPro 4000 5\200MMX, 2.4 Hard Drive, 32meg, 512K cache, 5 Slots 2 PCI, 2 ISA, 1 Shared, 10\100 Ethernet Card, 2meg SGRAM, 1.44 floppy drive, 4 Bays, 101 Keyboard, 16X Internal Slot Load CD-ROM drive, Mouse, Windows 95 and 3 year on-site warranty	270600-004A	\$1176.85
1	19	205-43-039621	V50 Color Monitor, 15" SVGA Monitor, (Model #610)	264150-001	\$256.60
1		205-47-000431	Epson LQ 2170 24 Pin, 132 column		\$602.64
1		205-47-000432	Pull Tractor Feeder		\$55.44
1		205-47-000436	Single Bin Sheet Feeder		\$323.28
1	00335	205-56-037380	PKWARE, PKZIP V2.05 for Windows 95		\$43.12
1	00060	205-56-037105	PCOMM v4.1 (3270) for Windows 95		\$235.77
				Total	\$2693.70

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State of Tennessee
Department of State

Division of Elections
Suite 500 James K. Polk Building
Nashville, Tennessee 37243-0309
(615) 741-7956

If you choose to accept this award:

1. Sign this letter agreement (include your taxpayer identification number) in the space provided as your acceptance of the terms and conditions stated above along with the following terms and conditions:
 - a. If you fail to fulfill your obligations under this agreement, the state shall have the right to seek restitution, pursuant to the laws of the State of Tennessee, from you for payments to you under this agreement.
 - b. Your records and documents insofar as they relate to the performance of your obligations or to payments received under this agreement, shall be maintained in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A., 4-3-304 and applicable rules and regulations thereunder.
 - c. The funds received shall be placed in an interest bearing account until such time as they are needed for the purposes set out in the appropriations language. In the event the funds are not expended, the remainder, if any, shall be returned to the State plus any accrued interest.
 - d. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.
2. Return this signed letter agreement in the enclosed self-addressed envelope to the undersigned in order that we may process payment.

We encourage you to return this letter as soon as possible. The State is prepared to process this agreement and make payment in a timely fashion. If you should have any questions, comments or need any assistance, please feel free to contact Steve Griffy at (615) 532-7291.

Sincerely,


Riley C. Darnell
Secretary of State

Recipient Signature:

Check Payable To:

Mailing Address:

Federal Identification Number

General Information

Each county election office will have a state communication line and a PC (personal computer) installed. The PC will be used as a communication link between the county office and the state mainframe. To establish this communication link, a line or cable from the state's SNA communication network must be run to the election office. This line will plug directly into the PC or will have a jack, similar to a telephone jack, that will use a cable to connect the PC to the communication line. Each county office must decide where they want the PC to be located which may determine where the communication line enters your office.

1. Select a site for the PC to reside.

The equipment will include a monitor, a desktop or processing unit box, keyboard, mouse, a printer (HxWxD in inches - 10.1x25.2x16.1 and 29 lbs) attached by a 10" cable to the processing unit. Choose a location carefully, this equipment should not be moved around, and will require electricity to run. The monitor, desktop and printer each have a power cord which will be plugged into a surge protector, which needs to be plugged into a reliable power source. This PC can be used by your office as a workstation so it does not need to be put in a hidden or unusable working area.

2. Now that you have selected the location for the PC, the installer of the SNA line will know where to bring the line into the office. The line could come through the wall, floor or ceiling. The installer may ask you if you have a preference of where the line or jack should be located, such as where on the wall or down a supportive pole.

3. As soon as there are specific installation dates for your office line and PC installation, we will notify you. After receiving your install dates check your calendars to confirm install date is acceptable, if there is a conflict notify Steve Griffy (615-532-7291) so new arrangements can be made.

4. The installation of the communication line should require a very minimal amount of your time, such as answering some questions. The line will not be connected to a computer at that time.

5. After the line is installed, the PC installation will follow, time depending on receipt of ordered equipment. The PC installer will bring the equipment to your office and assemble the components and insure that everything is working. Again this process should not require a lot of your time, like answering questions of where to put the equipment and where the communication line is located.

6. Following the installation of the PC a short training session on the use of Windows 95, connecting to the state mainframe and using the state e-mail will be provided. It is anticipated that the training session may last from one to three hours. The trainer will work with you to set the pace that best fits your time and familiarity with the computer. Each county will be given a 30 day telephone support service by the installation group, concerning problems with the hardware or questions on the training. Also a follow-up visit by a representative of the installation group is included to resolve any problems and reinforce the training.

7. Confirm office location and other office contacts

Weakley County Election Commission Office Phone: (901) 364-5564
Address: 135 South Poplar Street
 Old Health Dept Bldg
 Dresden, TN 38225-1451

Contact other than Administrator of Elections -

8. Letter of Agreement and PC acquisition:

The PC used to link the county and state together will be the property of the County. The State will provide the funds for this equipment using the Letter of Agreement provided. It identifies the items to order with the money and requires a signature, Federal Identification Number, and check payable information. The Letter of Agreement must be returned to the Division of Elections completed before the funds will be issued to a county. Order forms are provided for each vendor and the items associated with each vendor. Each form will require information from the county election office. Office name, Purchase Order number, Contact, telephone and bill to information, name and address. A credit application is required for the Pomeroy vendor with a tax exempt document.

Each county will determine the appropriate means for receiving the funds and ordering the equipment.

1. Determine the process to handle Letter of Agreement.
Discuss with county commission, other agency, or internally.
2. Determine to whom or what office the check must be made payable to.
County Trustee, County Executive, Election Commission office, etc.
3. Who orders the equipment.
County Election office, county purchasing group, send to coordinators office, etc.
4. Will equipment be ordered before or after receipt of state funds.
5. Send Letter of Agreement back to Coordinator of Elections with answer to step 2. Also provide answers to steps 3 and 4.
6. Notify Division of Elections of any questions, problems or concerns. If the process, including ordering items, cannot be completed by March 25th, please notify Steve Griffy.

This may be a tedious process for some counties, the Division of Elections will assist in any means possible. As always, the earlier these steps can be accomplished the earlier the next phase can begin. Equipment ordered from the State Wide Contract is required to be shipped within 30 days, and the vendors, primarily hardware, may use or need the entire 30 days since we are ordering for 95 counties and other agencies use the contract as well. The earlier the items are ordered, the earlier they are received by the contractor and a PC installation date is confirmed.

Review:

Complete Letter of Agreement,
Provide needed information for order forms,
Mail original Letter of Agreement back to Divisions of Elections (keep copy for your office)
provide answers to steps 2, 3 and 4.
Mail or fax order forms to vendor or Division of Elections, (include credit app. and tax exempt)
A check for the amount on the Letter of Agreement will be issued to each
office for payment of the invoices for the ordered items
Ordered items will be shipped to a central location for assembly and install date confirmed
according to install schedule.
Select a location for the PC and possible point of entry of communication line
Receive notification of communication line installation date
Receive notification of PC installation date

9. Any questions concerning this document or any other issues about the installation, the interface with the central system, county responsibilities, etc. please call Steve Griffy at 615-532-7291,
or mail to: Fax 615-741-1278

Secretary of State
Attn: Steve Griffy
Suite 1700
James K. Polk Building
Nashville, TN 37243-0311

ORDER FORM

Software

STATEWIDE CONTRACT - 3006/4016434

EFFECTIVE: January 1997

TERM:

VENDOR: Pride Technologies

Vendor ID # 222880711-00

QTY	LINE NO	COMMODITY CODE	DESCRIPTION	Part #	COST
1	00060	205-56-037105	SOFTWARE, IBM, PCOMM v4.1 (3270) FOR DOS; WIN 3.1 & WIN 95, COMPLETE SET: CD; LICENSE, DOC, P/N 393199 /IBM	64H0720	\$235.77
1	00335	205-56-037380	SOFTWARE, PKWARE, PKZIP v2.05 FOR WIN, WIN95, NT, COMPLETE SET: 3.5" DISKS; LICENSE; DOC,		\$43.12

TOTAL \$ 278.89

Local Gov Agency: _____

P.O. # _____ Contact: _____

Telephone: _____

Ship to: Local Government Data Processing Corporation

714 Armstrong Lane

Columbia, TN 38401

ATTN: Sec. of State - Elections

Bill to: _____

SEND ORDERS TO: Pride Technologies
 161 Belle Forest Circle
 Suite 204
 Nashville, TN 37221

Telephone Contacts: Voice (615) 662-4707
 Toll Free (888) 774-3331
 Fax (615) 673-0488.

ORDER FORM

Printers and Related Peripheral Devices

STATEWIDE CONTRACT - 3010/4008622
 EFFECTIVE: October 1997
 TERM: One Quarter (renewable every quarter per low-bid)
 VENDOR: G.E. Capital
 Vendor ID #410997685-01

EPSON PRINTER - LQ2170

QTY	LINE NO.	COMMODITY CODE	DESCRIPTION	Part #	COST
1	10042	205-47-000431	EPSON PRINTER - LQ2170, 24-Pin Dot Matrix, 132 Column, W/Serial Interface (pre-11/97)		\$ 602.64
1	10043	205-47-000432	Feeder, Pull Tractor (pre-11/97)		\$ 55.44
1	10044	205-47-000436	Feeder, High Capacity, Cut Sheet (pre-11/97)		\$ 323.28
TOTAL					\$ 981.36

Local Gov Agency: _____

P.O. # _____ Contact: _____

Telephone: _____

Ship to: <u>Local Government Data Processing Corp.</u> <u>714 Armstrong Lane</u> <u>Columbia, TN 38401</u> <u>ATTN: Sec. of State - Elections</u>	Bill To: _____ _____ _____
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SEND ORDERS TO: G.E. Capital I.T.S.
 624 Grassmere Park
 Suite 9
 Nashville, TN 37211

Telephone Contacts: (615) 315-5439 or (615) 315-5415 (Jackie Keltner)
 or Fax: 615-832-8645.



Credit Application for Net 15 Day Terms

Date 2-10-98 Branch NV Pomeroy Rep JDUNN Ext 130

Customer Billing Information (Please Print)

Full Legal Company Name: Corporation Partnership Proprietorship

Owner Social Security No. Bill to Address Ship to Address City State Zip City State Zip Accounts Payable Contact Contact Phone Phone

Credit Line Requested \$ D&B Number: SIC Code Years In Business Federal ID#:

Business Description GOVERNMENT SET-UP LIKE #104691 Are you a Reseller? Yes No Are you Sales Tax Exempt? Yes No Reseller # Tax Exemption # County Located In

Bank References

Bank Name Account No. Address Phone City State Zip Contact

Trade References

Firm Name Account No. Address Phone City State Zip Contact

Firm Name Account No. Address Phone City State Zip Contact

Firm Name Account No. Address Phone City State Zip Contact

Release of Authority to Verify (While every effort will be made to determine credit worthiness based on information provided, it may become necessary to request financial statements)

Permission is herewith granted to obtain credit information from all listed references, including the bank. All financial information submitted in support of this account and credit application is true and complete in all respects. I understand that Pomeroy Computer Resources' terms are Net 15 and I agree to comply with this policy.

Signature Date

PLEASE FAX COMPLETED CREDIT APPLICATION TO:

ORDER FORM

DESKTOP MICROCOMPUTER - COMPAQ Platform 1

STATEWIDE CONTRACT - 3039/4018092

EFFECTIVE: January 1998

TERM: One Quarter (renewable every quarter per low-bid)

VENDOR: Pomeroy Computer Resources

Vendor ID #311227808-00

Platform 1b COMPAQ DeskPro 4000, Platform 1 monitor

QTY	LINE NO.	COMMODITY CODE	DESCRIPTION	Part #	COST
1	17	Platform 1b - 205-11-039619	DeskPro 4000 5\200MMX, 2.4 Hard Drive, 32 meg, 512K Cache, 5 Slots 2 PCI, 2 ISA, 1 Shared, 10\100 Ethernet Card, 2meg SGRAM, 1.44 floppy disc drive, 4 Bays, 101 Keyboard, 16X Internal Slot Load CD ROM Drive, Mouse, Windows 95 and 3 years on-site warranty.	270600-004A	\$1176.85
1	19	205-43-039621	V50 Color Monitor, 15 Super VGA Monitor (Model #610)	264150-001	\$256.60

TOTAL \$1433.45

Local Gov Agency: _____

P.O. # _____ Contact: _____

Telephone: _____

Ship to: Local Government Data Processing Corporation

714 Armstrong Lane

Columbia, TN 38401

ATTN: Sec. of State - Elections

SEND ORDERS TO: Pomeroy Computer Resources
717 Airpark Center Drive
Nashville, TN 37217

Telephone Contacts: (615) 399-0404 ext. 130 (Jeff Dunn);
or Fax: 615-399-0447.