



City of Delray Beach

100 N.W. 1st Avenue
Delray Beach, FL 33444

Legislation Text

File #: 18-344, **Version:** 1

TO: **Mayor and Commissioners**
FROM: **Mickey Baker, IT Director**
THROUGH: **Mark R. Lauzier, City Manager**
DATE: **June 19, 2018**

RETROACTIVE APPROVAL OF AMOUNT FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT THROUGH PIGGYBACK OF THE STATE OF FLORIDA CONTRACTS IN THE AMOUNT OF \$8,385.

Recommended Action:

Retroactive approval of disk drives purchase, in the amount of \$8,395 and laptop purchase, in the amount of \$64,990 that have cumulatively exceeded the City of Delray Beach (City) Manager's approval authority of \$65,000.

Background:

The Information Technology (IT) Department is responsible for technology governance, infrastructure and functionality of the City. This includes communications, applications, networks, computers, cameras, television etc. Thus, the IT Department diagnoses and resolves technology problems, assists in configuration of our technology systems, and ensures that the City possesses the best technology for over 20 facilities. The IT Department purchases equipment including laptops, workstations, tablets, monitors, printers, servers, disk drives, software, cables, accessories, storage, peripherals, memory and many others.

To ensure continuity of service, the IT Department generally piggybacks on other governmental agency contracts. The City's Purchasing Policies Manual allows for contracts to be awarded by accessing State of Florida contracts, contracts from any subdivisions, other County and municipal contracts, or from other governmental entities provided the item or service is not available through an existing City contract, and was competitively solicited.

One contract often utilized for these purposes is State Contract 43211500-WSCA-15-ACS Computer Equipment, Peripherals and Services, (State Contract) in which the State of Florida entered into an agreement with Dell Marketing LP for the following services Desktops, Laptops, Tablets, Servers, Storage and Peripherals.

The following purchases have been made, during the Fiscal Year 2017-2018:

Date	Purchase	Amount
October 13, 2017	Server Hard Drives and Cables	\$8394.64
December 5, 2017	Dell Laptops	\$64,990.00

Thus, upon approval of PO 2018-00000022 - purchase in October 2017 from Dell Marketing LP for server disk drives and components and PO 2018-00000969 - purchase in December 2017 from Dell Marketing LP for laptop computers, City Staff paid amounts under the State Contract in excess of the City Manager's approval of purchases up to \$65,000. These items were necessary to buy server hard drives and associated connectors, and laptop computers. The IT Department is requesting retroactive approval for the purchases in the amount of \$8,385 that exceeded the City Manager's approval authority of \$65,000.

To avoid this in the future, City Staff has implemented the following:

1. Request purchasing authority through City of Delray Beach Commission on item 18-343 to utilize State of Florida approved contracts and agreements for the procurement of Information Technology Equipment.
2. We have implemented a Contract Management module in Tyler Financials that will track purchases made against contracts and purchase orders.

Attachments

Dell Hard Drives and Accessories Quote
Dell Laptop Purchasing memo and quote

Dell Marketing Master Agreement
Dell Florida Participating Addendum

Funding Source from previous purchases:

001-16-000-516.46-41 Repair and Maintenance Services Police IT

001-16-000-516.51-20 Office Supplies Office Equipment < \$5000