



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 26-1461

**Agenda Date:** 6/3/2026

**Agenda #:** 4.

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**DATE:** June 3, 2026

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Information Technologies Department

**TITLE: ANNUAL PURCHASE ORDERS EXCEEDING \$100,000 FOR FISCAL YEAR 2026-27 FOR THE INFORMATION TECHNOLOGIES DEPARTMENT**

### **RECOMMENDATION**

Staff recommends that the City Council approve annual purchase orders in amounts over \$100,000 for an overall total of \$2,440,981 for the procurement of equipment, supplies, materials, and services for the Information Technologies (“I.T.”) Department during FY 2026-27; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

### **BACKGROUND AND ANALYSIS**

The I.T. Department is responsible for internal customer support (i.e., City Departments) providing computers, telephones, building access, audio visual support, and other professional I.T. services. Each year, estimates are determined as to the quantity of equipment and services that are needed for I.T. support for the coming fiscal year. Purchases are generally procured as part of a cooperative purchasing agreement, requested through a sole-source vendor, or the services qualify for and are authorized through a previously approved agreement. Purchase requisitions are then submitted to obtain the required services, equipment and supplies.

Attachment 1 outlines the vendor’s name, type of equipment or service, estimated expenditures for the coming year, and method of purchase. In accordance with City purchasing procedures outlined in Chapter 28A of the City Code and City of Oceanside Administrative Directive No. 21, the I.T. Department is required to obtain City Council approval of all purchase orders for vendors with whom purchases are anticipated to exceed \$100,000 during the fiscal year. The I.T. Department requests that City Council approve the referenced purchase orders now and authorize the Financial Services Director to execute such purchases so that I.T. can expeditiously meet Citywide demands in the coming fiscal year.

### **FISCAL IMPACT**

Attachment 1 provides information detailing the Department’s annual purchase orders exceeding \$100,000. Internal Services Fund 841 is the funding source for the FY 2026-27 purchases in the amount of \$2,440,981. Necessary hardware, software, communications, maintenance, support and

other technical service purchases for all City departments have been programmed in the I.T. FY 2026-27 proposed budget. Approval of the purchase orders is contingent upon adoption of the FY 2026-27 budget.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

Purchases will be made according to the procedures set forth in Chapter 28A of the City Code, and documents will be reviewed by the City Attorney and approved as to form as appropriate.

Prepared by: Chris Freeman, Information Technologies Procurement Analyst

Reviewed by: Rob O'Brien, Deputy City Manager

Submitted by: Jonathan Borrego, City Manager

**ATTACHMENTS:**

1. Information Technologies Fiscal Year 2026-27