



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-808

Agenda Date: 6/4/2025

Agenda #: 7.

DATE: June 4, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

TITLE: ANNUAL PURCHASE ORDERS EXCEEDING \$100,000 FOR FISCAL YEAR 2025-26 FOR THE INFORMATION TECHNOLOGIES DIVISION

RECOMMENDATION

Staff recommends that the City Council approve annual purchase orders, in amounts over \$100,000 for an overall total of \$1,746,105, for the procurement of equipment, supplies, materials, and services for the Information Technologies ("I.T.") Division during FY 2025-26 subject to approval of the FY2025-26 budget; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

BACKGROUND AND ANALYSIS

The I.T. Division of the Human Resources Department is responsible for internal customer support (i.e., City Departments) to provide computer, telephone, building access, audio visual, 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. Purchase 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 2 outlines the vendor name, type of equipment or service, estimated expenditures for the coming year, and method of purchase. Approval of these purchase orders will enable I.T. to expeditiously meet Citywide demands. In accordance with City purchasing procedures, the I.T. Division will request City Council approval of all purchase orders for vendors with whom purchases are anticipated to exceed \$100,000 during the fiscal year.

FISCAL IMPACT

Attachment 2 provides information detailing the Division's annual purchase orders exceeding \$100,000. Internal Services Fund 841 is the funding source for the FY 2025-26 purchases, in a total amount of \$1,746,105. Necessary hardware, software, communications, maintenance, support and other technical service purchases for all City departments have been programmed in the I.T. FY 2025-26 proposed budget. Purchase Order approval is subject to approval of the FY2025-26 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 AD-21.

Prepared by: Chris Freeman, Information Technologies Procurement Analyst
Reviewed by: Rob O'Brien, Deputy City Manager
Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Annual Purchase Order List