



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: MARCH 21, 2024

RE: RESOLUTION NUMBER 24-35: APPROVAL OF PURCHASE IN EXCESS OF \$50,000 FOR ANNUAL PAYMENT TO CDW-G FOR SOFTWARE RIGHTS

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**Introduction:**

Resolution Number 24-35 approves a purchase in excess of \$50,000 for software licenses.

**Recommended Action:**

Staff recommends approval of the Resolution.

**Background:**

The approved FY 2023-24 Budget includes software licenses in excess of \$50,000. The licenses also allow us to use Office 365 (which includes Teams, allowing users to chat using video through an Internet connection), Excel, Word, Outlook, Publisher, Power Point and Access. Teams one drive will provide cloud storage of e-mails thereby freeing up server storage for more important data.

We have contacted CDW-G, and SHI, of which both are on state contract. The pricing is best through CDW-G at \$76,735.51 a year for the next three years.

**Alternatives:**

- 1) Approve Resolution 24-35 and authorize the annual payment of \$76,735.51.
- 2) Reject Resolution 24-35 and reject the annual payment of \$76,735.51.

**Budget Impact:**

The approved FY23-24 General Fund budget includes \$58,514 and Water and Sewer Fund budgets includes \$18,222 for a total of \$76,736

**Prepared by:**

Mike Sheppard, Finance Director

**Reviewed by:**

Greg Barron, IT Manager