



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 10/07/2026

Originating Department: Information Technology

Agenda Title: Resolution 103-10-26 - Cell Service & Mobile Device Provider (Piggyback) - All Departments & Retroactive Purchase - Eighteen (18) Devices - PW Department - AT&T - \$14,043.60 Annually

Agenda Category: Consent

Approved by Town Manager: _____ **Date:** _____

	\$7,474.32		General Fund
	\$1,423.68		Sanitation Fund
	\$1,067.76		Stormwater Fund
	\$711.84		Marina Fund
	\$355.92		CRA
Cost of Item:	<u>Total \$11,033.52</u>	Funding Source:	<u>Total 31 cellular devices</u>
Account Number:	<u>Various-41100</u>	Finance Signature:	<u>Barbara Gould</u>

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Resolution, AT&T(FirstNet) Quote, Telephone Listing, State of Florida

DMS-19/20-006A Contract (pages 33-34)

Please initial one:

_____ Yes I have notified everyone

PM _____ Not applicable in this case

Summary Explanation/Background:

The Information Technology Department has identified a need to identify a cell service and mobile device provider for the Town. Currently, the Town maintains 50 total mobile devices (i.e., phones, tablets, hotspots, data SIM cards, etc.) utilizing cell service provided by AT&T, Verizon and T-Mobile. As a result, staff is proposing to move most mobile devices and cell service to AT&T to bring all devices under a single cellular contract to ensure lower costs and to meet the Town's procurement requirements. This change is expected to result in a total savings of \$5,121.96 annually to the Town.

Note: The Town will continue to maintain some additional devices with other service providers until current contracts expire. At that time, they will be transferred over to AT&T.

Additionally, the Town is proposing to add thirteen (13) new mobile phones (as outlined during the FY 2027 Budget process) to enable the town to better preserve all staff data, E-mails, text messages, etc. and meet the requirements of state law. Further, these new lines will enable the Town to stop the existing telephone stipend that has been paid to various Town employees (\$720 annually or \$60 per month) and provide a Town-issued mobile phone with cell service for ten (10) employees who are required by the Town to maintain a cell phone, and for the Town's commissioners. This new practice will ensure that our employees are not utilizing their personal phones for work purposes.

Note: The Public Works Department in June of 2026 engaged with AT&T out of compliance with the Town's procurement code and moved 18 of their 21 devices with cell service from T-Mobile to AT&T. Thus, the Town Commission is requested to retroactively approve the department's transfer of cell service to AT&T as this action resulted in a cumulative cost to the Town that exceeded the Town Manager's purchasing authorization of \$10,000. It should be noted that this transfer resulted in annual savings of \$1,521.96.

The practice of paying a monthly stipend is expected to end the month following Town Commission approval of a cell provider and the activation of the requisite mobile devices for each member of Town Commission and staff (Expected by November 1, 2026). This change is expected to provide an expected annual savings of \$3,600 to the Town from funding expended in FY 2026.

If approved, the Town will be committing to an annual cost of \$14,043.60 with AT&T in FY 2027 to support thirty-four (34) total devices utilized within various Town departments.

To ensure the lowest cost possible, staff is recommending that the Town piggyback off the Florida Department of Management Services (FDMS) state bid list, which was awarded to AT&T through a competitive selection process (Contract DMS-19/20-006A) for the provision of mobile communication services.

Note: Various documents related to this competitive selection process are either attached and/or available for review by contacting the Town Clerk's Office, including DMS-19/20-006A and published addendums, as required.

If approved, the Town Commission would accept AT&T's pricing by piggybacking the Department of Management Services (FDMS) state bid list, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget, as it may be adopted/amended each year for these goods and services over the term of this contract.

The proposed purchase follows the Town of Lake Park's Purchasing Code, Sec. 2-249, Alternative Source Selection:

1. Cooperative purchases: Purchases utilizing contract of other Florida entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a Florida municipal governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.

The proposed annual cost (\$14,043.60) for cell service for thirty-eight (31) mobile devices within various Town departments has been approved within the FY 2027 Budget – Various Funds and Departments (General Fund, Sanitation Fund, Stormwater Fund, Marina Fund and CRA).

This opportunity, if approved, would enable the Town to receive upgraded phones for those who already have being provided with a Town-issued phone at no additional cost to the Town as well as new devices for those members of the Town (i.e., Commission and staff) who are being provided with a new Town-issued phone. The IT Director has confirmed that there is no requirement by AT&T to pay additional costs for the phones to be received and there will be warranty to fully protect, repair and replace the phones should they become damaged and the Town would not be responsible for any additional costs other than the annual service amount.

Note: The total number of devices may change due to operational needs (i.e., increase or decrease of devices); thus, an increase in total cost for this service will be included within the Town Budget and will be brought back to the Town Commission for approval (either by initial approval of the annual budget by the Commission and/or through the budget transfer and/or amendment process) when the total cost or cumulative purchase exceeds \$10,000 annually from the same vendor (as provided under the Town's current procurement policy). A revised purchasing policy is expected to be presented and considered by the Town Commission in November 2026, which may change the cumulative purchasing threshold that would require Commission approval for the addition of new devices.

The proposed Resolution was prepared by the Chief Information Technology Officer and reviewed by the Finance Director and the Town Attorney.

The Town has previously worked with the proposed vendor and they have provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 103-10-26 and authorize the (piggyback) selection of AT&T as the Town's cellular service and mobile device provider, in the total annual amount of \$14,043.60 for FY 2027; approved the retroactive selection of AT&T to provide cell service for eighteen (18) mobile devices within the Public Works Department; and authorize the Town Manager and/or their designee to execute the purchase-related documents.