



CITY OF MERIDIAN

Purchasing Department
33 E BROADWAY AVE, STE 106
MERIDIAN, ID 83642
TEL: (208) 489-0417
FAX: (208) 887-4813

SHIP TO

CITY OF MERIDIAN

Information Technology

Purchase Requisition

DATE OF
REQUEST

9/17/2024

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING
SLIPS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER

AVAILABLE BUDGET AMOUNT

IS BUDGET AMENDMENT REQUIRED?

No

CITY SUPPORT TICKET NO.

116279

SUGGESTED
VENDOR

Accela
2663 San Ramon, Suite 500
San Ramon, CA 94583

PROJECT MANAGER		PAYMENT TERMS	FREIGHT TERMS	F.O.B.	REQUESTOR
Dave Tiede		NET 30	PREPAID	DESTINATION	Jen Robbins

PROJECT NAME: Accela SaaS Migration Project

Description of Purchase	Quantity and Pricing			ACCOUNTING CODES				TOTAL AMOUNT
PART NUMBER / DESCRIPTION / COMMITMENT NAME / TASK ORDER / CONTRACT / PROJECT DESCRIPTION	QTY	UNIT	UNIT PRICE	FUND	DEPT CODE	EXPENSE OR GL ACCOUNT #	PROJECT / COMMITMENT #	
SaaS Migration Services- 50% Due at Time of Contract Signing	1		\$ 86,900.00	1	1510	53360		\$ 86,900.00
SaaS Migration Services- 50% Due at Project Completion	1		\$ 86,900.00	1	1510	53360		\$ 86,900.00
Accela Multiuser Solution Year 1 Subscription for 7 Users	7	Users	\$ 1,400.00	1	1140	53360		\$ 9,800.00
Accela Multiuser Solution Year 1 Subscription for 2 Users	2	Users	\$ 1,400.00	1	1500	53360		\$ 2,800.00
Accela Multiuser Solution Year 1 Subscription for 4 Users	4	Users	\$ 1,400.00	1	1510	53360		\$ 5,600.00
Accela Multiuser Solution Year 1 Subscription for 3 Users	3	Users	\$ 1,400.00	1	1520	53360		\$ 4,200.00
Accela Multiuser Solution Year 1 Subscription for 2 Users	2	Users	\$ 1,400.00	1	1900	53360		\$ 2,800.00
Accela Multiuser Solution Year 1 Subscription for 10 Users	10	Users	\$ 1,400.00	1	1910	53360		\$ 14,000.00
Accela Multiuser Solution Year 1 Subscription for 41 Users	41	Users	\$ 1,400.00	1	1940	53360		\$ 57,400.00
Accela Multiuser Solution Year 1 Subscription for 3 Users	3	Users	\$ 1,400.00	1	2110	53360		\$ 4,200.00
Accela Multiuser Solution Year 1 Subscription for 3 Users	3	Users	\$ 1,400.00	1	2210	53360		\$ 4,200.00
Accela Multiuser Solution Year 1 Subscription for 4 Users	4	Users	\$ 1,400.00	60	3200	53360		\$ 5,600.00
Accela Multiuser Solution Year 1 Subscription for 18 Users	18	Users	\$ 1,400.00	60	3210	53360		\$ 25,200.00
Accela Multiuser Solution Year 1 Subscription for 1 User	1	User	\$ 1,400.00	60	3250	53360		\$ 1,400.00
Accela Multiuser Solution Year 1 Subscription for 7 Users	7	Users	\$ 1,400.00	60	3280	53360		\$ 9,800.00
Accela Multiuser Solution Year 1 Subscription for 3 Users	3	Users	\$ 1,400.00	60	3300	53360		\$ 4,200.00
Accela Multiuser Solution Year 1 Subscription for 4 Users	4	Users	\$ 1,400.00	62	3400	53360		\$ 5,600.00
Accela Multiuser Solution Year 1 Subscription for 1 User	1	User	\$ 1,400.00	65	3500	53360		\$ 1,400.00
Accela Multiuser Solution Year 1 Subscription for 1 User	1	User	\$ 1,400.00	1	5120	53360		\$ 1,400.00

Accela Multiuser Solution Year 1 Subscription for 1 User	1	User	\$	1,400.00	1	5210	53360		\$	1,400.00	
NOTES: Council Approval Date: _____ SaaS Migration Services as Described in Accela Statement of Work dated 9/17/2024 Accela Multiuser Solution Year 1 Subscription Period from 10/1/24 to 9/30/2025									\$334,800.00		
											
							AUTHORIZED DEPARTMENT SIGNATURE				

Accuracy is important as the resulting PO encumbers this accounting code (budget line item).

Not all requests will have a project number. Call Purchasing if you are unsure.

This form will automatically total your request.

In the NOTES field add any information that you feel is significant.

AUTHORIZED DEPARTMENT SIGNATURE

Each department has a list of employees and amounts that they are authorized to sign for.

Please make sure that the authorized department personnel signs the form.

The completed and signed form must be submitted to Purchasing, along with the required support documents via a **CITY SUPPORT(JITBIT)** ticket.

PRINT AND SUBMIT ONLY PAGE 1 (NOT THESE INSTRUCTIONS)