

**PURCHASING SUMMARY**  
**City of Maricopa**  
**Information Technology Department**  
**Over \$25k increase request for DELL Equipment/Software**

Per the City Purchasing Code contained in Chapter 03, Article IV, Section 3-213(e) Cumulative Annual Purchases in Excess of \$25,000 of the Maricopa City Code, expenditures that exceed \$25,000 be approved by City Council prior to the execution of purchase orders. Since it is nearly impossible to predict the precise time certain operational expenditures will meet or exceed the \$25,000 threshold, and to keep City of Maricopa departmental operations running smoothly, the staff requests approval of these expenditures in excess of \$25,000, but NTE \$140,000.

All purchases are reviewed to ensure maximum practicable competition and to ensure the prices are current. The State of Minnesota competitively solicited and awarded a contract for computer hardware and peripherals on behalf of the National Association of State Procurement Officials (NASPO) and the State of Arizona adopted the NASPO contract. DELL is currently under state contracts [State of Arizona ADSPO16-098163-exp 3/31/20, & ADSPO16-127393-exp 3/31/2019]. In order to facilitate timely purchasing of goods and services that are repetitive needs of various City departments, this request is to approve the continuing use of DELL the remainder of FY18 as a NTE \$140,000.

Purchasing Staff recommends cooperative use of this contract because of the benefit of higher discounts due to combined large volume purchases. The term of the NASPO contract is July 1, 2015, through March 31, 2020.

No expenditure exceeding \$25,000 or exceeding the budgetary amounts, as previously approved by Council, shall be transacted without prior Council review and approval.

Target Council Meeting Date: November 21, 2017.

Respectfully submitted,



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Kathleen M. Shipman, BSBA, CPPB  
Purchasing Manager  
November 2, 2017