

DATE SUBMITTED November 28, 2018  
 SUBMITTED BY R Alejandro Estrada  
 DATE ACTION REQUIRED December 5, 2018

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

*[Handwritten signature]*

### IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT:	<b>DISCUSSION/ACTION – APPROVAL OF PURCHASE ORDER 60335 FOR THE ANNUAL PAYMENT OF SPILLMAN SERVICES</b>		
DEPARTMENT INVOLVED:			
BACKGROUND/SUMMARY:	<p>On April 2006, The Imperial Police Department contracted the services of Spillman Technologies for a Records Management System (hosted by Imperial County Sheriff Office). As we prepare to pay the annual maintenance. We are asking for authorization to use the funds allocated in the current fiscal year budget to cover this service in the amount of 15,593.46</p>		
FISCAL IMPACT:	No additional fiscal impact to adopted budget FY 2018-2019.	F.O. INITIALS	<i>[Handwritten initials]</i>
STAFF RECOMMENDATION:	<p>After the review and consideration by the Information Technology Department, it is recommended that the City Council approve the use of funds allocated to pay these services.</p>		
MANAGER'S RECOMMENDATION:	MANAGER'S INITIALS <i>[Handwritten initials]</i>		
MOTION:			
SECONDED:	APPROVED ( )	REJECTED ( )	
AYES:	DISAPPROVED ( )	DEFERRED ( )	
NAYES:			
ABSENT:	REFERRED TO:		

# CITY OF IMPERIAL

**PURCHASE REQUISITION**

**60335**

420 SOUTH IMPERIAL AVENUE  
 IMPERIAL, CALIFORNIA 92251  
 (760) 355-3807 • FAX (760) 355-4718

FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

SUGGESTED SOURCE <b>Spillman Technologies, Inc.</b>		PREVIOUS SUPPLIER <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE REQUIRED <b>11/27/2018</b>
DELIVER TO <b>Alejandro Estrada</b>			REQUIRED FOR	
CHARGE TO (ACCT. NO.) <b>01-143-5250</b>	DEPARTMENT	TO BE INSPECTED <b>A. Estrada</b>	ATTN. CONFIRMING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> TELEPHONE <input type="checkbox"/> SALES REP.	JOB OR ORDER NO.
VENDOR			DATE ORDERED	
			PURCHASE ORDER NO.	
			DATE PROMISED	
NOT TO EXCEED \$			SPECIAL INSTRUCTIONS	

ITEM	QUANTITY	DESCRIPTION	PRICE
		Reference Number: Invoice 39303	15,593.46
		Description: - Annual Maintenance 12/01/2018 - 11/30/2019	
		REASON FOR PURCHASE:	
		<b>30 Days Credit</b>	
		To be used by: Police Department Item included in 2018-2019 I.T. Budget	
		REQUISITION DATE <b>11/27/2018</b>	REQUISITIONED BY <b>Estrada</b>
		DEPT. HEAD <b>Estrada</b>	FINANCE
		APPROVAL FOR PURCHASE	CITY MANAGER

**INSTRUCTIONS: DO NOT FILL IN SHADED AREAS**  
 WHEN COMPLETE, REMOVE YOUR COPY AND SEND BALANCE OF SET INTACT TO PURCHASING

# Invoice



4625 Lake Park Blvd.  
Salt Lake City, Utah 84120  
801.902.1200

Page 1/1  
Invoice 39303  
Date 11/9/2018

**Bill To:** Imperial Police Department  
Damon Harmon  
424 South Imperial Ave.  
Imperial CA 92251

**Ship To:** Imperial Police Department  
Damon Harmon  
424 South Imperial Ave.  
Imperial CA 92251

Project #		Customer ID		Salesperson ID	PO Number	Payment Terms	Req Ship Date	Master No.
Maintenance		CAIMPPD				Net 30	11/9/2018	35,154
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
1	1	0	MAINTENANCE	Annual Maintenance 12/01/2018 - 11/30/2019		\$0.00	\$15,593.46	\$15,593.46

Subtotal \$15,593.46  
Misc \$0.00  
Tax \$0.00

A service charge of 1 ½% per month will be charged on all past due amounts. Any issues disputing the timing or amount of any items on this invoice must be brought to the attention of Spillman Technologies within 20 days of the date of this invoice to avoid related service charge.

**Total** \$15,593.46