

Information Technology
Support Services Committee Meeting
January 24, 2018
Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution:

Appropriate funds from the Computer Reserve fund for various computer and computer related purchases.

A.3110.220.1 Sheriff \$600 for Access Points

A.1680.220.1 Information Technology \$8,000 for SQL License, Monitors, Access Points and NIC Cards

A.1355.220.1 Real Property \$4,100 for Plotter

A.1681.220.2 Telecommunications \$3,000 for as needed support.

Rationale:

Anticipated purchases and included in the budget.

Request Resolution:

Enter into contract with Carousel Industries to provide phone system maintenance on an as needed basis.

Rationale:

Complex issues with the phone system requires vendor with expertise to handle when issues arise.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Information Technology

DATE: January 26, 2018

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:
A.3110.220.1 Sheriff \$600
A.1355.220.1 Real Property, \$4,100
A.1680.220.1 Information Technology , \$8,000
A.1681.220.2 Telecommunications, \$3,000

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE: January 26, 2018

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Provide Phone System consulting as needed**
- (c) Name of Contractor: **Carousel Industries**
- (d) Address of Contractor: **10 Petra Lane, Albany, NY 12205**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon Execution**
- (h) Termination Date of Contract: **Continuous**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$5,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **within 30 days upon receipt of invoice**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A1681.220.2 Telecommunication Equipment Reserve****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS