



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

To: Mayor and City Council  
City of Dunwoody

From: J. Jay Vinicki  
Assistant City Manager

Ginger LePage  
Information Technology Director

Date: 13 April 2020

Subject: Information Technology Purchase Ratification

This item is being included under the emergency Council meeting of April 13, 2020, because it is related to paying an invoice on information technology related equipment needed to maintaining backup capabilities.

During the passage of the FY2020 Budget, an information technology project consist of purchasing additional backup storage units was approved. The then information technology director procured the items through an already existing statewide contract totaling \$86,971.04.

That individual failed to put into place an approval agenda item for Mayor and Council before its procurement as these items exceeded \$50,000. That individual is no longer with City nor with the vendor that provides us services for information technology.

The items arrived and were installed. Upon receipt of the invoice, the error of not seeking Mayor and Council approval was discovered by staff. These backups are needed and are part of the long-term security plan. The procurement method was sound, using a statewide contract; however, the individual should have not engaged with the provider without Mayor and Council approval.

I am asking for ratification of the purchases totaling \$86,971.04



Federal tax ID: 22-3009648  
 290 Davidson Ave.  
 Somerset, NJ 08873  
 Phone: 888-235-3871  
 Fax: 732-805-9669

Please remit payment to:  
 SHI International Corp  
 P.O. Box 952121  
 Dallas, TX 75395-2121  
 Wire information: Wells Fargo Bank  
 Wire Rt# 121000248  
 ACH Rt# 021200025  
 Account#2000037641964  
 SWIFT Code: WFBIUS6S  
 For W-9 Form, www.shi.com/W9

**Invoice No. B11427345 #16..**  
 Invoice date 3/3/2020  
 Customer number 1072524  
 Sales order S51254391

Finance charge of 1.5% per month will be charged on  
 past due accounts - 18%/yr.  
 All returns require an RMA# supplied by your SHI  
 Sales team.

**Bill To**

City of Dunwoody  
 4800 Ashford Dunwoody Road  
 Suite 274  
 Dunwoody, GA 30338  
 USA

**Ship To**

City of Dunwoody  
 4800 Ashford Dunwoody Road  
 Suite 274  
 Dunwoody, GA 30338  
 USA  
 2/12/2020 - 3/Alex Betancourt

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
3/3/2020	Lauren Rallis/Ent-SLED	2/12/2020 - 3	FEDEX GROUND	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
39657854 3000055460485.1 Hardware Dell Direct	Dell Storage SC5020 All Flash Controller Hardware Hardware Contract number: Open Market	1	1	100,000.00	100,000.00

Quote: 18458637

Sales Balance 100,000.00  
 Freight 0.00  
 Recycling Fee 0.00  
 Overpayment Applied -13,028.96  
**Total 86,971.04**  
**Currency USD**