

## **Resolution No. 2025-3359**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025 relating to the purchase of ticket printers and accessories by the Police Department; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2024, and terminating on September 30, 2025, specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision such as with regard to the purchase of ticket printers and accessories by the Police Department; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

**Section 1. Adoption Of Budget Amendment; Purchase Of Ticket Printers And Accessories By The Police Department.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2024, and terminating on September 30, 2025, is hereby revised and amended by Attachment "A" relating to the purchase of ticket printers and accessories by the Police Department. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2024, and terminating on September 30, 2025, shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate, to include, but not be limited to, any and all necessary procurement actions.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed to include the procurement activities of the Police Department.

#### **Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

#### **Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.


#### **Section 6. Effective Date.**

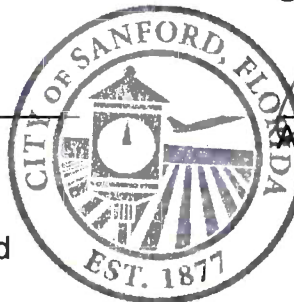
This Resolution shall become effective immediately upon adoption.

**Passed and adopted this** 10th day of March, 2025.

*Attest:*

**City Commission of the City of  
Sanford**


  
Traci Houchin, MMC, FCRM  
City Clerk



  
Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.

  
William Colbert  
City Attorney

  
Lonnie N. O'Neal  
ACA

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

**Fiscal Year** 2025  
**Department:** Police

**Division:** PATROL 2023

**CHANGES IN EXPENDITURE**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Exp. Obj.	Activity	Obj.	Elc.	Project #	Budget	Balance	Change	Unrealized
134	0000	389	98	00		\$ 549,482		\$ 43,690	

**TOTAL CHANGES IN REVENUES**

**\$ 43,690**

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining
Fund	Exp. Obj.	Activity	Obj.	Elc.	Project #	Budget	Balance	Change	Balance
134	2034	521	64	00		\$ -		43,690	
						\$ -		-	-

**TOTAL CHANGES IN EXPENDITURES**

**\$ 43,690**

**REASON FOR AMENDMENT:** \$43,690.40 from the Impact Fees account to purchase Ticket Printers and Accessories for Police Department Officers

**DIRECTOR APPROVAL:**  **DATE:** \_\_\_\_\_

**FINANCE APPROVAL:**  **DATE:** 2/26/25

**CITY MANAGER APPROVAL:**  **DATE:** 2/26/25

**CITY COMMISSION AGENDA DATE:** 3.10.2025 **APPROVED** 

FOR FINANCE USE

**Entry Date:** \_\_\_\_\_

**Batch Number:** \_\_\_\_\_

**Document #:** BA 05-118

**Piggyback Contract; City Of Sanford (PBA 23/24-232), For Technology Product  
Solution And Related Services/  
Insight Public Sector, Inc. (Cobb County, Georgia)**

The City of Sanford, Florida, a Florida municipal corporation (Hereinafter referred to as the "City") enters this "Piggyback" Contract (hereinafter referred to as the "Contract") with Insight Public Sector, Inc., an Illinois corporation, whose principal address and whose mailing address is 2701 East Insight Way, Chandler, Arizona 85286, (hereinafter referred to as "Insight"), registered and authorized to do business in the State of Florida, under the terms and conditions hereinafter provided. The City and Insight may be collectively referenced herein as the "Parties."

The City and Insight agree as follows:

1. The Purchasing Policy for the City of Sanford allows for "piggybacking" contracts. Pursuant to this procedure, the City is allowed to piggyback an existing government contract, and there is no need to obtain formal or informal quotations, proposals or bids. The Parties agree that Insight has entered into a contract with the government of Cobb County, Georgia. The piggybacked agreement to which this Contract relates is styled as the "Cobb County Contract #23-6692-03 for Technology Product Solution and Related Services with Insight Public Sector Effective: May 1, 2023" (the terms and conditions under which the award was made) the subject of which solicitation provides the City access to purchase technology product solution and related services. The original Cobb County contract documents being referred to herein as the "Original Government Contract".

2. The Original Government Contract is incorporated herein by reference and is attached as Exhibit "A" to this Contract. All of the terms and conditions set out

in the Original Government Contract are fully binding on the Parties and said terms and conditions are incorporated herein; provided, however, that the City will negotiate and enter work orders/purchase orders with Insight in accordance with City policies and procedures for particular goods and services within the scope of the provision of technology product solution and related services. All pricing shall be F.O.B., City Hall, City of Sanford, with most favored nation/customer pricing.

3. Notwithstanding the requirement that the Original Government Contract is fully binding on the Parties, the Parties have agreed to modify certain technical provisions of the Original Government Contract as applied to this Contract between Insight and the City, as follows:

- a. Insurance Requirements of this Contract: Certificate(s) are to be provided by Insight naming City as additional insured or certificate holder for insurance coverage. Said coverage is required to be maintained by Insight in accordance with Exhibit "B" attached hereto.
- b. For other provisions of the Original Government Contract that will be modified see the City's website, which can be reached at: [www.SanfordFL.gov](http://www.SanfordFL.gov) with particular regard to when the Original Government Contract is silent as to a term or condition which matter needs to be clarified. The Parties shall also be bound by the purchasing policies and procedures of the City as well as the controlling provisions of Florida law. Work orders shall be used, in accordance therewith, in the implementation of this Contract to the extent deemed necessary by the City in its sole and absolute discretion.
- c. Address change for the City: Notwithstanding the address and contact information for the government entity as set out in the original government contract, Insight agrees that it shall send notices, invoices and shall conduct all business with the City to the attention of City Manager, at: City of Sanford, 300 North Park Avenue; Sanford, Florida 32771. The City Manager's designated representative for this Contract is:

Marisol Ordoñez  
Purchasing Manager  
City of Sanford Finance Department  
Purchasing Division  
300 North Park Avenue  
Sanford, Florida 32771  
Phone: 407.688.5000, extension 5028  
Email Marisol.ordonez@sanfordfl.gov

- d. Notwithstanding anything in the Original Government Contract to the contrary, the venue of any dispute will be in Seminole County, Florida. Litigation between the Parties arising out of this Contract shall be in Seminole County, Florida in the Court of appropriate jurisdiction. The laws of the State of Florida shall control any dispute between the Parties arising out of or related to this Contract, the performance thereof or any products or services delivered pursuant to such Contract.
- e. Notwithstanding any other provision in the Original Government Contract to the contrary, there shall be no arbitration with respect to any dispute between the Parties arising out of this Contract. Dispute resolution shall be through voluntary and non-binding mediation, negotiation or litigation in the court of appropriate jurisdiction located in Seminole County, Florida, with the Parties bearing the costs of their own legal fees with respect to any dispute resolution, including litigation.
- f. All the goods and services to be provided or performed shall be in conformance with commonly accepted industry and professional codes and standards, standards of the City, and the laws of any Federal, State or local regulatory agency.
- g. Insight understands that Chapter 119, *Florida Statutes*, relating to public records shall be applicable to this Contract and acknowledges review of, and adherence to, the following disclosures from the City:
  - I. **IF THE CONTRACTOR/INSIGHT HAS QUESTIONS REGARDING APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S (INSIGHT'S) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 688-5012, TRACI HOUCHIN, MMC, FCRM, CITY CLERK, CITY OF**

**SANFORD, CITY HALL, 300 NORTH PARK  
AVENUE, SANFORD, FL 32771,  
TRACI.HOUCHIN@SANFORDFL.GOV.**

- II. In order to comply with Section 119.0701, *Florida Statutes*, public records laws, Insight must:
  - A. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
  - B. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, or as otherwise provided by law.
  - C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
  - D. Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of Insight upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.
- III. If Insight does not comply with a public records request, the City shall enforce the contract provisions in accordance with this Contract.
- IV. Failure by Insight to grant such public access and comply with public records requests shall be grounds for immediate unilateral cancellation of this Contract by the City. Insight shall promptly provide the City with a copy of any request to inspect or copy public records in possession of Insight and shall promptly provide the City with a copy of Insight's response to each such request.
- h. Insight, in the event of any ambiguity in the contractual relationship between Insight and the City, shall comply with all



"Standard Contractual Terms and Conditions," as provided on the City's website, which website can be reached and accessed, as well as said terms and conditions reviewed, at: [www.SanfordFL.gov](http://www.SanfordFL.gov).

- i. All other provisions in the Original Government Contract are fully binding on the Parties and will represent the agreement between the City and Insight.

4. This Contract shall be effective as of the date of execution of this Contract by, or on behalf of, the City.

Attest:

**INSIGHT PUBLIC SECTOR, INC.**, an Illinois corporation.

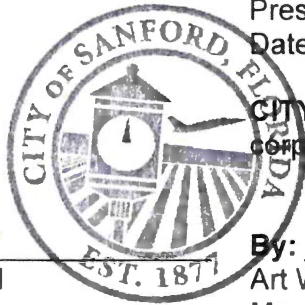
By: Sharon Ennis  
Sharon Ennis  
Secretary/Director

By: Scott Friedlander  
Scott Friedlander (Aug 22, 2024 10:30 EDT)  
Scott Friedlander  
President/Director  
Date: 8/22/2024

Attest:

**CITY OF SANFORD**, a Florida municipal corporation.

By: Traci Houchin  
Traci Houchin (Aug 28, 2024 10:20 EDT)  
Traci Houchin, MMC, FCRM  
City Clerk



By: Art Woodruff  
Art Woodruff (Aug 28, 2024 09:15 EDT)  
Art Woodruff  
Mayor  
Date: 28/08/2024

Approved as to form and legal sufficiency.

By: Lonnie N. Groot, ACA, for WLC, CA  
Lonnie N. Groot, ACA, for WLC, CA (Aug 27, 2024 17:22 EDT)  
William L. Colbert  
City Attorney

**Exhibit “A”**

[Attach original government contract]

**EXHIBIT "B"**

**INSURANCE REQUIREMENTS**

**Account name: 10149880**

SANFORD POLICE DEPT  
815 HISTORIC GOLDSBORO BLVD  
SANFORD FL 32771-3304

**SHIP-TO**

SANFORD POLICE DEPT  
815 HISTORIC GOLDSBORO BLVD  
SANFORD FL 32771-3304

**Quotation**

**Quotation Number :** [0228168338](#)  
**Document Date :** 10-FEB-2025  
**PO Number :**  
**PO Release :** BROTHER 4230BL  
**Sales Rep :** Ricardo Pryor  
**Email :** [RICARDO.PRYOR@INSIGHT.COM](mailto:RICARDO.PRYOR@INSIGHT.COM)  
**Phone :** +14804096992

**We deliver according to the following terms:**

**Payment Terms :** Net 30 days  
**Ship Via :** Insight Assigned Carrier/Ground  
**Terms of Delivery :** FOB DESTINATION  
**Currency :** USD

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">RJ4230BL</a>	Brother RuggedJet RJ-4230BL - Receipt printer - direct thermal - 203 dpi - up to 300 inch/min - USB 2.0, NFC, Bluetooth 4.2 - with 2 years Premier Limited Warranty OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 692.99 Discount: 6.398%	65	648.65	42,162.25
<a href="#">LB3690-003</a>	Brother - Car power adapter - for Brother RJ-2030; PocketJet PJ-763, 773; RuggedJet RJ-2030, 2050, 2140, 2150, RJ4030 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 28.99 Discount: 18.903%	65	23.51	1,528.15
Product Subtotal				43,690.40
TAX				0.00
Total				43,690.40

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ricardo Pryor  
+14804096992  
[RICARDO.PRYOR@INSIGHT.COM](mailto:RICARDO.PRYOR@INSIGHT.COM)  
Fax 4807607266

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

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Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

**SOFTWARE AND CLOUD SERVICES PURCHASES:** If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.  
<https://www.insight.com/terms-and-policies>



CITY OF  
**SANFORD**  
FLORIDA



APPROVED

WS \_\_ RM X

Item No. 9.6

**CITY COMMISSION MEMORANDUM 25-073**  
**MARCH 10, 2025 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Dawn Chambers, Police Department, Administrative Services Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Budget Amendment And Associated Procurement; Ticket Printers And Accessories; Resolution No. 2025-3359; \$43,690.40

**STRATEGIC PRIORITIES:**

- ☐ Unify Downtown & the Waterfront
- ☐ Promote the City's Distinct Culture
- ☐ Update Regulatory Framework
- ☐ Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Requesting to approve Resolution No. 2025-3359, to amend the budget and procurement to Insight Public Sector, Inc.

**FISCAL/STAFFING STATEMENT:**

The Police Department will pay \$43,690.40 from the Impact Fees account to purchase ticket printers and accessories with subsequent expenses paid from the Department's operating budget.

**BACKGROUND:**

The purchase of purchase ticket printers and accessories will be procured under PBA # 23/24-232 with Insight Public Sector, Inc.

Insight Public Sector, Inc. is known to make software renewals and Cisco warranties effortless so their customers can focus on managing their organizations and obtain the best technology with sound pricing. Resolution No. 2025-3359 implements the necessary budget amendment.

The piggyback agreement piggybacks Insight Public Sector, Inc.'s contract with Cobb County, Georgia which was competitively procured.

**LEGAL REVIEW:**

The Assistant City Attorney has assisted in this matter.

**RECOMMENDATION:**

City staff recommend that the City Commission approve Resolution No. 2025-3359, to amend the budget in the amount of \$43,690.40 and the procurement to Insight Public Sector, Inc. for ticket printers and accessories for the Police Department.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2025-3359 and the associated procurement activity, as proposed”

Attachments: (1). PBA # 23/24-232 with Insight Public Sector, Inc.  
(2). Insight quote.  
(3). Resolution No. 2025-3359.  
(4). Associated budget amendment form.