



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in Council Chambers.
(Meeting location, day and time is subject to change with advanced notice)

All requests must be received by no later than 10:00 a.m. on the Tuesdays prior to the meeting, or by 10:00 a.m. one day prior to the meeting when BOC is held on a day other than Wednesday.

<<< Answer all of the following questions for each request submitted >>>

1. Request Date: 2/17/2026
2. Name of Department Submitting Request:: information Technology
3. Summary of Report: IT Department request a purchase order with Capchase for annual licensing for Barracuda email security, email archive, backup and offsite replication of backups This is a 3 year agreement and will \$167,193.64 per year. Will be paid from Information Technology Maintenance Agreements 1010.E350.6300.1200
4. Name of Vendor: Capchase
5. Amount: \$167,193.64
6. Number of account to be used for funding: 1010.E350.6300.1200
7. VENDOR DETAIL

Sole Source Vendor - **Yes** / No

State Purchasing Vendor - Yes / No

List the names and the quote received from *at least* three vendors for the requested item;
Or, if bids were submitted, use this area to list vendor names and bid amounts.

Vendor #1 _____

Vendor #2 _____

Vendor #3 _____

8. The Treasurer's Office has verified that the vendor selected is registered with the City. Yes
9. Is the amount requested due to a change order? Yes / No
10. If necessary, has City Council approved and when? _____