

**Indian River County, Florida  
Department of Utility Services  
Board Memorandum**

**Date:** March 26, 2020

**To:** Jason E. Brown, County Administrator

**From:** Vincent Burke, PE, Director of Utility Services

**Prepared By:** Sean McFarland, Assistant Operations Manager

**Subject:** Sole Source Purchase of Tyler Software and Services

**Descriptions and Conditions:**

The Indian River County Department of Utility Services (IRCDUS) warehouse currently uses Tool Crib software for inventory purposes. This standalone program is not capable of integrating with the County’s current financial software known as Munis, which is a Tyler Technologies product. Tool Crib is a software that is mainly used for tracking tools and is not practical for tracking utility supplies/parts. Tool Crib is also a limited ability software that only has the capability to look back 60 days concerning who was issued the parts. Keeping track of who used what in the event we need to perform an audit is vital information.

**Analysis:**

A representative from Tyler Technologies worked with the Information Systems (IS) staff members Randy King and Debby Phail, along with Nick Hawkins, who is the warehouse manager. Debby Phail agreed that the Tyler software will work for Nick to accomplish the ability to track who received the parts. Eventually, this software will allow an employee from a remote location to electronically request supplies/parts so they will be ready to be picked up when the employee arrives at the warehouse.

**Funding:**

Funds for the software are approved for the Fiscal Year (FY) 2019/2020 budget and found in the Utilities Operating Fund. Some items are Utilities Operating Capital, and other are software and hardware expenses. Operating revenues are generated from water and sewer sales.

Description	Account Number	Amount
Software (capitalized)	471-166153	\$87,593.00
Computer Software (non-capitalized)	47126936-035120	\$ 664.00
Computer Hardware	47126936-035130	\$ 730.00
<b>Total</b>		<b>\$88,987.00</b>

**Recommendations:**

Staff recommends that the Board of County Commissioners authorize the Chairman to waive the bid process and authorize the purchasing manager to issue a purchase order to execute the purchase of the Tyler Technologies software on their behalf.

**Attachment:**

Tyler Software Quote