



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2016-0239

TO: Mayor and City Council Members
FROM: Bob Grace, MIS Department, 248-841-2475
DATE: June 20, 2016
SUBJECT: Microsoft Office Upgrade

REQUEST:

City Council is requested to authorize the purchase of 250 licenses of Microsoft Office Professional Plus to PCMG, Inc. DBA Global GovEd, Dayton, Ohio in the amount of \$83,725.00.

REASON FOR PURCHASE:

Microsoft Office is a suite of office applications used by every city staff member in the course of normal business operations. The City has been using the MS Office 2007 version for the last eight years. Mainstream support for the 2007 version ended in 2012 and extended support for security issues will end in 2017. Due to security concerns it is not recommended to continue using an unsupported version. This purchase will upgrade our systems to the newest version of Microsoft Office available.

Bids were solicited utilizing the MITN system and 6 bid responses were received. Of the responses received, PCMG, Inc. DBA Global GovEd was the lowest, responsive, responsible bidder meeting specifications. Award is recommended to PCMG, Inc. DBA Global GovEd.

PROCESS:

Vendor Name and Address:

PCMG Inc. DBA Global GovEd
6450 Poe Ave. Suite 200
Dayton OH, 45414

Reason for Selection:

Lowest, responsive, responsible bidder

Method of Purchase:

Purchase Order

BUDGET:

Funding is included in the 2016 Adopted Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS Fund	636.980000	Office Equip & Furn	\$100,000	\$83,725	\$16,275

RECOMMENDATION:

City Council is recommended to authorize the purchase of 250 licenses of MS Office Professional Plus 2016 in the amount of \$83,725.00 to PCMG, Inc. DBA Global GovEd, Dayton, Ohio.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		