



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2022-0267

**TO:** Mayor and City Council Members  
**FROM:** Tom Howley, Director Management Information Systems  
**DATE:** June 6, 2022  
**SUBJECT:** Purchase of Microsoft Server Licenses

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for Microsoft server licenses to SHI.com, Somerset, New Jersey in the amount not-to-exceed \$75,754.89 for a three year term to expire March 31, 2025.

**REASON FOR PURCHASE:**

The City of Rochester Hills utilizes various Microsoft software products. These products such as Microsoft Windows Server and Microsoft SQL Database Server run the core computerized business needs of the city. These products must be licensed properly for legal and security reasons. Software maintenance, called Software Assurance in Microsoft terms, must be kept up to date to allow the city to utilize tech support, necessary security and functionality updates and the newest versions of the software. The City purchases Microsoft product licensing utilizing the State of Michigan's MiDeal program. This program gives the City the greatest volume discount possible due to the state's high level of usage.

At this time it is necessary to update our licensing and begin a new contract term. The term of the contract is 3 years prorated to our contract anniversary date of June 1st. In June of 2025, our contract will again need to be renewed. Each year on our anniversary date we will do a "True-Up" analysis.

**PROCESS:**

**Vendor Name and Address:**

SHI  
290 Davidson Ave  
Somerset, NJ 08873

**Reason for Selection:**

MiDeal Cooperative Contract

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2022 Adopted Budget and the FY 2023 and FY 2024 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
MIS	636.934000	Maintenance: Software	\$336,000.00	\$75,754.89	\$260,245.11

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order for Microsoft server licenses to SHI.com, Somerset, New Jersey in the amount not-to-exceed \$75,754.89 for a three year term to expire March 31, 2025.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney     Yes     N/A