



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2022-0267 Version 2

TO: Mayor and City Council Members
FROM: Rochelle Lyon, Interim Director Management Information Systems
DATE: August 15, 2022
SUBJECT: Blanket Increase for Microsoft Server Licenses

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Microsoft server licenses to SHI.com, Somerset, New Jersey in the amount of \$24,245.11 for a new not-to-exceed amount of \$100,000.00 for a three year term to expire March 31, 2025.

REASON FOR PURCHASE:

At their June 6, 2022 Meeting, City Council approved a three year blanket for the City's Microsoft Server licenses. After the approval was received, it was discovered that there was a miscommunication regarding the term of the coverage needed. The department worked with SHI to get the information corrected and revised and received an updated quote which reflects the appropriate coverage dates to meet the City's needs.

Additionally, the department has determined that an increase above what our quote is at this time, for the licenses we currently have in place is needed. The reason the additional funding is requested is due to the fact that this is a three-year blanket and the current quoted pricing covers the licenses we have in place and need at this time, but it does not account for any licenses we may need to add due to added programs or software solutions. By approving the additional funding it will allow for the department to make these adjustments, as needed and required. The revised, corrected quote is attached for the City's current licensing needs and coverage term.

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	\$100,000.00	\$236,000.00

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for Microsoft server licenses to SHI.com, Somerset, New Jersey in the amount of \$24,245.11 for a new not-to-exceed amount of \$100,000.00 for a three year term to expire March 31, 2025.

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