



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: 2023-0359

**TO:** Mayor and City Council Members  
**FROM:** Rochelle Lyon, Management Information Systems Director  
**DATE:** July 24, 2023  
**SUBJECT:** Microsoft Office Upgrade

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**REQUEST:**

City Council is requested to authorize the purchase of Three Hundred and Twenty (320) licenses of Microsoft Office Professional Plus 2021 to Zones, LLC, Auburn, Washington, in the amount of \$129,427.20.

**REASON FOR PURCHASE:**

Microsoft Office Professional is a suite of office productivity applications used by every city staff member in the course of normal business operations. The City has been using the MS Office 2016 version for the last seven years. Mainstream support for the 2016 version ended in 2020 and extended support for security issues will end in 2025. 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. This upgrade has been planned through the CIP program.

Bids were solicited utilizing the MITN system and nine (9) bid responses were received. Of the responses received, Zones, LLC was the lowest, responsive, responsible bidder meeting specifications. Award is recommended to Zones, LLC.

**PROCESS:**

**Vendor Name and Address:**

Zones, LLC  
1102 15<sup>th</sup> Street SW  
Auburn, WA 98001-6524

**Reason for Selection:**

Lowest, responsive, responsible bidder

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the 2023 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.980000	Office Equip & Furn	\$150,000.00	\$129,427.20	\$20,572.80

**RECOMMENDATION:**

City Council is recommended to authorize the purchase of 320 licenses of Microsoft Office Professional Plus 2021 in the amount of \$129,427.20 to Zones, LLC, Auburn, Ohio.

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