

RESOLUTION NO. 14-287

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING PURSUANT TO SECTION 2-797(3) OF THE CODE OF ORDINANCES THE PURCHASE OF MICROSOFT OFFICE 365 SOFTWARE FROM SOFTWARE HOUSE INTERNATIONAL CORP. (SHI) IN THE AMOUNT OF \$41,700.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, City staff recommends purchase of Office 365 from SHI pursuant to section 2-797(3) of the code of ordinances, under the State of Florida Microsoft Contract (Florida EA agreement number 01E73214);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the purchase of Microsoft Office 365 software and licensing from SHI, in an amount not to exceed \$41,700.00 pursuant to section 2-797(3) of the Code of Ordinances is hereby authorized.

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held  
this 7th day of October, 2014.

Authenticated by the Presiding Officer and Clerk of the  
Commission on 8th day of October, 2014.

Filed with the Clerk on October 8, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Absent</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
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CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

**TO:** Sarah Spurlock, Assistant City Manager  
**FROM:** Patti McLauchlin, Information Technology Director  
**DATE:** 9/19/2014  
**SUBJECT:** Microsoft Office 365



**BACKGROUND:**

After careful consideration and research, The City of Key West has determined that Office 365 (a software application) is the best fit for the City of Key West. The suite includes Microsoft Exchange online, Microsoft SharePoint online, Microsoft Lync online, Microsoft Office Profession Plus, Microsoft Web Apps, etc.

Moving to Office 365 will allow the City of Key West to always be current on all office products and will save on hardware purchases in the future. There will be no challenges of new operating systems, application software and compatibility, not to mention any hardware failures, software updates, and backups along the way. Moving to the cloud also alleviates the costs of an additional datacenter for disaster recovery, which can potentially double the cost of maintaining on premise technology for a business continuity plan.

Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device, thus giving anytime, anywhere access: City staff will have the ability to respond to important requests right away, from almost any location, with the ability to access email and documents from mobile devices. If traveling without access to Microsoft Office, Office 365 helps view and edit documents from the most popular web browsers.

Staff can easily communicate and collaborate inside and outside the City of Key West. They can also create a password-protected portal to share large, hard-to-email files both inside and outside of the organization, giving a single location to find the latest versions of files or documents, no matter how many people are working on them. Staff can send instant messages to colleagues and customers and invite them to participate in online meetings where they can review documents.

**FINANCIAL IMPACT:**

The FY 2014-15 City of Key West budget included an appropriation of \$41,700.00 for the requested software licensing.

**RECOMMENDATION:**

Approve the purchase of the aforementioned software from Software House International (SHI) at a total cost of \$41,700.00

Software House International (SHI) provides services under the State of Florida Microsoft Contract (Florida EA agreement number 01E73214)



**THE CITY OF KEY WEST**

P. O. BOX 1409  
KEY WEST, FLORIDA 33041-1409  
[www.keywestcity.com](http://www.keywestcity.com)

**TO: Sarah Spurlock, Assistant City Manager**

**FROM: Patti McLauchlin, IT Director**

**DATE: September 18, 2014**

**SUBJECT: Office 365 Software Purchase**

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Pursuant to Section 2-797. (3) Of the Code of Ordinance, purchases and acquisitions under contracts of federal government and the state or its political subdivisions. All purchases of commodities or contractual services under the provisions of local, state and federal purchasing contracts shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

- a. The terms and conditions of the original contract by the federal, state or local government other than the city are satisfactory to the city and such terms and conditions are expressly extended to other municipalities pursuant to the bid documents or by the original successful bidder.
- b. The purchasing agent has performed an informal solicitation to determine if the prices of the original contract are fair and reasonable and to ensure local vendors have an opportunity to compete.
- c. The city commission authorizes such procurement when the cost of the commodities or contractual services exceeds \$20,000.00.

After a good faith review, this memorandum confirms that the prices of the original contract are fair and reasonable.



Federal tax ID: 22-3009648  
 290 Davidson Ave.  
 Somerset, NJ 08873  
 Phone: 888-235-3871  
 Fax: 732-805-9669

Please remit payment to:  
 SHI International Corp  
 P.O. Box 952121  
 Dallas, TX 75395-2121  
 Wire information: Wells Fargo Bank  
 Wire R# 121000248  
 ACH R# 021200025  
 Account#2000037641964  
 SWIFT Code: WFBUIUS6S  
 For W-9 Form, www.shi.com/W9

**Invoice No. B02348738**  
 Invoice date 10/1/2014  
 Customer number 1007160  
 Sales order S16741545

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.  
 All returns require an RMA# supplied by your SHI Sales team.

**Bill To** CITY OF KEY WEST  
 P.O.BOX 1409 ATTN: A/P  
 KEY WEST, FL 33041  
 United States

**Ship To** City of Key West  
 3102 Flagler Avenue  
 Information Technology  
 Key West, FL 33040  
 United States  
 077352/

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
10/1/2014	Daniel Bellinger/PAR	077352	UPS GROUND	FOB DEST	NET 30


Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
26781837 U7S-00008 No Media MICROSOFT CORPORATION	Office365PlanG3 ShrdSvr ALNG SubsVL MVL PerUsr Windows - Multiple Windows Platform All Languages Software Enrollment No.: 7017915 Agreement No.: 01E73214 Country of Usage: USA Maintenance From date: 07/31/2014 Maintenance To date: 07/31/2015	1	1	41,700.00	41,700.00

Sales Balance 41,700.00  
 Freight 0.00  
 Recycling Fee 0.00  
 Sales Tax 0.00  
**Total 41,700.00**  
 Currency USD



800.800.4239

## Shopping Cart





Item	Quantity	Availability	Unit Price	Item Total
 <b>Microsoft Office 365 (Plan E3) - subscription license ( 1 year )</b> MFG Part#: Q5Y-00003 CDW Part#: 3120380 UNSPSC: 43231513 Pricing Option Applied: Advertised Price	300	In Stock	\$239.99	\$71,997.00

**Subtotal: \$71,997.00**





Tax and shipping will be calculated in checkout.

Lease Option (\$2,072.07 /month)

### Customers Who Bought Products in Your Cart Also Bought (12)

 <b>Logitech Bluetooth Illuminated Keyboard K810</b>  <b>\$96.99</b> Advertised Price	 <b>Lenovo ThinkPad UltraSlim USB DVD Burner - DVD±RW (±R DL) /...</b> ★★★★★ (1) <b>\$79.99</b> Advertised Price	 <b>StarTech.com Microsoft Surface Pro 2 HDMI VGA Gigabit Ethernet...</b>  <b>\$61.99</b> Advertised Price	 <b>Logitech Wireless Wave Keyboard/Mouse Combo MK550</b> ★★★★★ (6) <b>\$63.99</b> Advertised Price
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### Items Related to Products in Your Cart (11)

 <b>Adobe Creative Cloud for teams - subscription license ( 1 year )</b>  <b>\$584.99</b> Advertised Price	 <b>Logitech HD Webcam C920</b> ★★★★★ (4) <b>\$95.00</b> Advertised Price	 <b>Microsoft Surface Pro 3 - 12" - Core i5 4300U - Windows 8.1...</b> ★★★★★ (18) <b>\$1,284.99</b> Advertised Price	 <b>Leviton Velcro Bulk Roll cable strap</b>  <b>\$18.99</b> Advertised Price
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solving IT one customer at a time™

My Cart Detail

Messages

Item # 16197469 has been added to your cart.

Product Description	Availability	Qty	Unit Price	Total	Select
 <b>Microsoft Corp. MOB Office 365 Enterprise Business Plan 3 Annual Sub</b> Mfr: Microsoft Mfg. Part #: QSY-00003	On Order Est. Ship: Call for Availability	300	\$243.66	\$73,098.00	<input type="checkbox"/>
		Items#: 16197469			

 **Estimate Shipping:**
**Subtotal: \$73,098.00**  
 Actual cost will be determined once a complete shipping address has been entered.  
 Enter Shipping ZIP Code:    
\* Applicable shipping discounts will be applied at checkout.

**Add More Products** | **Vendor Programs**  
 Add product(s) by Item #:  
 HP PurchasEdge:

 **Secure Payment**
  