



# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 18Ordinance/Resolution# 14-15-061For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)For Meeting of September 21, 2015  
(Adoption Date)

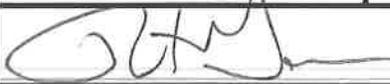
Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

**TITLE:** A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY CONTRACT PURCHASE FOR RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT FROM SHI INTERNATIONAL CORP OF SOMERSET, NEW JERSEY, VIA STATE OF NEW MEXICO PRICE AGREEMENT NO. 20-000-00-003B SUBJECT TO ANNUAL RENEWALS AND APPROVED BUDGETS.

**PURPOSE(S) OF ACTION:**

To approve a price agreement renewal.

<b>COUNCIL DISTRICT:</b> N/A		
<b>Drafter/Staff Contact:</b> Scott Marr	<b>Department/Section:</b> Information Technology/ Infrastructure Services	<b>Phone:</b> 575-541-2032
<b>City Manager Signature:</b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The Information Technology Department is entered into an Enterprise Agreement (EA) with Microsoft to provide desktop operating systems, network licensing, and Microsoft Office software to City of Las Cruces (City) staff. This agreement provides the City with cost reductions from bulk purchasing and regular updates for these Microsoft products.

This is the annual renewal of the Microsoft EA for the City's operating and administrative software which was awarded to SHI International Corp. of Somerset, New Jersey, using the State of New Mexico Price Agreement #20-000-00-003B.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request for Contract.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.	
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Funding for renewal was approved as part of the FY 15-16 budget.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Software License	10240030-722112	\$411,980.73	\$411,981.00	\$0.27	Other software license needs.

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the annual renewal of the price agreement for continuing with the use of Microsoft products for City staff.
2. Vote "No"; this will discontinue the current Microsoft Enterprise Agreement which will require the City to repurchase all Microsoft Operating Systems and Applications software for City staff.
3. Vote to "Amend"; staff will proceed as directed by City Council.
4. Vote to "Table"; this will discontinue the current Microsoft Enterprise Agreement which will require the City to repurchase all Microsoft Operating Systems and Applications software for City staff.

**REFERENCE INFORMATION:**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments of record.

N/A

**RESOLUTION NO. 14-15-061**

**A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY CONTRACT PURCHASE FOR RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT FROM SHI INTERNATIONAL CORP OF SOMERSET, NEW JERSEY, VIA STATE OF NEW MEXICO PRICE AGREEMENT NO. 20-000-00-003B SUBJECT TO ANNUAL RENEWALS AND APPROVED BUDGETS.**

The City Council is informed that:

**WHEREAS**, the Information Technology Department is entered into an Enterprise Agreement with Microsoft to provide desktop operating systems, network licensing and Microsoft Office software to City of Las Cruces (City) staff; and

**WHEREAS**, this agreement provides the City with cost reductions from bulk purchasing and regular updates for these Microsoft products; and

**WHEREAS**, staff is requesting approval from City Council to renew an existing contract purchase with SHI International Corp of Somerset, New Jersey, on an indefinite cost and indefinite quantity basis, subject to annual renewals and approved budget appropriations.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** the renewal of the existing contract purchase on an indefinite cost and indefinite quantity basis, for the Microsoft Enterprise Agreement with SHI International Corp of Somerset, New Jersey, via state of New Mexico price agreement No. 20-000-00-003B is hereby approved, subject to annual renewals and approved budget appropriations.

(II)

THAT the Purchasing Manager is authorized to contract with SHI International, as outlined in Exhibit "A" attached hereto.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Levatino:	_____

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

177  
**CITY OF LAS CRUCES**

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**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: September 21, 2015**

**Resolution No.: 15-16-067**

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**Existing Contract Purchase For  
Renewal of Microsoft Enterprise Agreement**

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The Las Cruces City Council is provided the following information concerning this request:

**RFP/BID SOLICITATION INFORMATION:**

- |    |  |  |
|----|--|--|
| 1. | Existing Contract Issuer                         | <b>State of New Mexico</b>   |
| 2. | Contract Number:                                 | <b>20-000-00-000003B</b>   |
| 3. | Contract Expiration Date:                        | <b>June 2, 2016</b>  |
| 4. | Description:                                     | <b>Renewal of Microsoft Enterprise Agreement</b>                   |
| 5. | Using Department:                                | <b>Information Technology</b>                                      |
| 6. | Current Award Recommendation To:                 | <b>SHI, Software House International Corp.<br/>of Somerset, NJ</b> |
| 7. | Award Amount (includes any tax and contingency): | <b>\$441,980.73</b>  |
| 8. | Projected Completion Date:                       | <b>N/A</b>   |
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**PROCUREMENT CODE COMPLIANCE:**

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316**.

<i>Deb Smith</i>	<i>19-2-15</i>
Purchasing Manager	Date

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**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION OR PURCHASE ORDER NUMBER:	<b>TBD</b>
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## COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of \_\_\_\_\_  
 (Ordinance First Reading Date)

For Meeting of September 21, 2015  
 (Adoption Date)

TITLE:

A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY CONTRACT PURCHASE FOR RENEWAL OF MICROSOFT ENTERPRISE AGREEMENT FROM SHI INTERNATIONAL CORP OF SOMERSET, NEW JERSEY, VIA STATE OF NEW MEXICO PRICE AGREEMENT NO. 20-000-00-003B SUBJECT TO ANNUAL RENEWALS AND APPROVED BUDGETS.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes  No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2032	
Department Director	<i>S. Man</i>	541-2032	9-2-15
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i>	3401 541-2106	9-3-15 9-3-15
Assistant City Manager/COO	<i>[Signature]</i>		9/8/15
City Attorney	<i>[Signature]</i>	Ext 2128	9 Sept 2015
City Clerk - Interim	<i>[Signature]</i>	82116	9-11-15