

South Portland City Council  
***Position Paper of the City Manager***

***Subject:***

**ORDER #151-15/16 – Award of Bid #33-16 to GovConnection, of Merrimack, NH, for office and email solutions for the Information Technology Department. Passage requires majority vote.**

***Position:***

The 2017 Capital Improvement Program included \$110,000 to update the City's Microsoft Office 2007 and Exchange 2010.

Microsoft Office 2007 reached its end of mainstream support in 2012 and needs to be upgraded. The current version of Microsoft Office is 2016 and the City needs 302 user licenses.

Microsoft Exchange 2010 reached its end of mainstream support at the beginning of 2015. The current version of Microsoft Exchange is 2016 and the City needs 424 mailbox licenses.

The bid was mailed, emailed and advertised. The City received three bids. The prices ranged from \$26,721.60 to \$103,708.48. SADA Systems' bid of \$26,721.60 and All-and-One's bid of \$55,859.76 were both annual costs. Based on a 5-year scenario, SADA's Systems' bid would total in excess of \$279,295 and All-and-One's would total in excess of \$133,605.

GovConnection, of Merrimack, NH, submitted a bid of \$103,708.48 which was a one-time cost and its bid meets specifications. The bid price covers 302 Microsoft Officer user licenses, 424 mailbox licenses and 1 server license. We are recommending the award of bid go to GovConnection.

Attached is a memorandum from Chris Dumais on this item. He will be at Monday's meeting to answer any questions.

***Requested Action:***

Council passage of ORDER #151-15/16.

  
City Manager

TO: James Gailey, City Manager  
FROM: Chris Dumais, Information Technology Director  
RE: Bid #33-16 for Email and Office Solution  
DATE: May 9, 2016

Dear Mr. Gailey;

The City IT department issued a request for proposals for an "Email and Office Solution." Encompassed in this RFP was the upgrade of MS Office 2007 and MS Exchange 2010 to current technology.

Microsoft Office 2007 reached its end of Mainstream support in 2012 and needs to be upgraded.

Microsoft Exchange 2010 reached its End of Mainstream support at the beginning of 2015 and needs to be upgraded.

RFP #33-16 was issued to over 60 vendors seeking a quotation to move our existing email and office environment to a solution of current technology. All solutions were welcome. GovConnection, Merrimack, NH was the lowest bidder of the 3 responses and spent considerable time strategizing with me on solutions. The chosen solution will be to upgrade our current on premise Office and Exchange environment to the most current version. My recommendation is to award Bid #33-16 to GovConnection.

I will be at the City Council meeting on May 16, 2016 to answer any questions. Thank you for your consideration of this purchase.

Respectfully Submitted,



Chris Dumais  
Information Technology Director

Information Systems – Microsoft Office and Exchange Upgrade  
\$103,708.48                      415565 - 650300 – 17553

**ORDERING INFORMATION**  
**GovConnection, Inc.**

**Please contact your account manager with any questions.**

<u>Ordering Address</u>	<u>Remittance Address</u>
GovConnection, Inc. 732 Milford Road Merrimack, NH 03054	GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:  
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**

[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)

**QUESTIONS: Call 800-800-0019**

**FAX: 603.683.0374**

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Meaghan Landrigan  
**Phone:** (800) 800-0019 ext. 33242  
**Fax:** (603) 683-0615  
**Email:** mlandrigan@govconnection.com

**# 23996793.07-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 5/9/2016  
**Valid Through:** 6/8/2016  
**Account #:** S02299

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Chris Dumais  
**Email:** cdumais@southportland.org

**Phone:** (207) 767-7681  
**Fax:** (207) 767-7620

<b>QUOTE PROVIDED TO:</b> AB#: 10603414 <b>CITY OF SOUTH PORTLAND</b> ACCOUNTS PAYABLE PO BOX 9422 SOUTH PORTLAND, ME 04106  (207) 767-7608	<b>SHIP TO:</b> AB#: 13394858 <b>City Of South Portland</b> Chris Dumais 25 Cottage Rd Room 207 City Hall SOUTH PORTLAND, ME 04106  (207) 767-7681
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	424	31770761	AAA-03435	Corp. MPSA Exchange Server Standard 2016 User CAL Lic Only Level D Microsoft MPSA	Microsoft MPSA	\$ 60.52	\$ 25,660.48
2	1	31863280	AAA-03736	Corp. MPSA Exchange Server Standard Per Server Lic Only Level D Microsoft MPSA	Microsoft MPSA	\$ 488.36	\$ 488.36
3	302	31101664	AAA-03499	Corp. MPSA Office Standard Device Lic Only Level D Microsoft MPSA	Microsoft MPSA	\$ 256.82	\$ 77,559.64
<b>Subtotal</b>							<b>\$ 103,708.48</b>
<b>Fee</b>							<b>\$ 0.00</b>
<b>Shipping and Handling</b>							<b>\$ 0.00</b>
<b>Tax</b>							<b>Exempt!</b>
<b>Total</b>							<b>\$ 103,708.48</b>

**\*Lease for as low as: \$3,029.32/Mo.**



CITY OF SOUTH PORTLAND

THOMAS E. BLAKE  
Mayor

JAMES H. GAILEY  
City Manager

EMILY F. CARRINGTON  
City Clerk

SALLY J. DAGGETT  
Jensen Baird Gardner & Henry

**IN CITY COUNCIL**

**ORDER #151-15/16**

District One  
CLAUDE V. Z. MORGAN

District Two  
PATRICIA A. SMITH

District Three  
EBEN C. ROSE

District Four  
LINDA C. COHEN

District Five  
BRAD FOX

At Large  
MAXINE R. BEECHER

At Large  
THOMAS E. BLAKE

**ORDERED**, that award of Bid 33-16 be and hereby is made to GovConnection, of Merrimack, ME, in the amount of one hundred three thousand seven hundred eight dollars and forty-eight cents (\$103,708.48) for the upgrades to Microsoft Office and Microsoft Exchange.

Said amount shall be charged to the FY17 CIP Microsoft Office and Exchange Upgrade Account #415565-650300-17553.

Fiscal Note: \$103,708.48

Dated: May 16, 2016

## B I D R E S U L T S

**Bid # 33-16**

### Email and Office Solution

Bids for Email and Office Solution for the City of South Portland were opened on Wednesday, May 4, 2016 at 2:00 P.M. The bid was advertised and emailed to over sixty (60) vendors. Three (3) bidders responded.

All-and-one			SADA Systems			GovConnection		
Hosted Exchange (annual Price)			Google Apps (Annual Price)			Exchange on Premises (One Time Cost)		
Quantity	Unit Price		Quantity	Unit Price		Quantity	Unit Price	
424	\$ 72.00	\$ 30,528.00	304	\$ 43.95	\$ 13,360.80	424	\$ 60.52	\$ 25,660.48
302	\$ 83.88	\$ 25,331.76	304	\$ 43.95	\$ 13,360.80	1	\$ 488.36	\$ 488.36
		\$ -			\$ -	302	\$ 256.82	\$ 77,559.64
		\$ -			\$ -			\$ -
		\$ 55,859.76			\$ 26,721.60			\$103,708.48

**Recommend Award to: GovConnection – low bidder**

**Source of Funds: FY17 CIP Microsoft Office and Exchange Upgrade Account #415565-650300-17553.**

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City Manager

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Finance Director



## INVITATION TO BID

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### Email and Office Solution

Sealed bids for furnishing the City of South Portland, Maine with an Email and Office Solution as specified below and in the attached proposal will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine until **2:00 P.M., Wednesday, May 4, 2016** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on an official quote form, in sealed envelopes, plainly marked "Bid #33-16 for Email and Office Solution " and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be delivered to, Information Services, 25 Cottage Rd Street, South Portland, Maine.

### **Bidders can provide any solution from any vendor that is an Email and Office Solution.**

Bidders proposing a Microsoft solution must be registered as a Microsoft LSP with Gold competencies, have a physical location in ME, NH, or MA, and supply documentation of each. MPSA Number: 4100027774 and Purchasing Account Number: 0005276307 must be used.

Please contact Chris Dumais [cdumais@southportland.org](mailto:cdumais@southportland.org) with any questions.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

**PROPOSAL**

The City of South Portland is currently using Microsoft Office 2007 and Microsoft Exchange 2010 for its Email and Office system. The City is looking to move its Email and Office system to current technology. **Bidders can provide any solution from any vendor that is an Email and Office Solution.**

The current license count for each is 302 Office Cals and 424 Exchange user Cals

The UNDERSIGNED hereby proposes an Email and Office Solution to the City of South Portland, Maine, F.O.B., City Hall, 25 Cottage Rd, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

\_\_\_\_\_

Zip Code \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.