



Morristown City Council Agenda Item Summary

Date: June 2, 2026

Agenda Item: Acknowledge receipt of bids for Microsoft Office 365 renewals, accept the bid from Consultadd Inc, and authorize the purchase of two hundred and thirty eight (238) units for a total of \$37,782.48.

Prepared By: Jeanna Vanek

Subject: Microsoft License Renewals

Background: The City currently utilizes Microsoft Office (including applications such as Word, Excel, Outlook and Teams) to support daily functions across all departments. This is provided through a subscription based licensing.

The existing licensing agreement is approaching its expiration date at the end of June 2026 requiring renewal. This continued access is essential for security updates, technical support, and cybersecurity vulnerabilities.

Findings/Current Activity:

We received seven (7) total responses to the bid. The IT Department has recommended awarding the bid to Consultadd Inc. The proposed agreement provides for an initial term of two (2) years at \$37,782.48 per year with the potential for a one (1) year extension.

Financial Impact:

Funding for this has been incorporated into the proposed Fiscal Year 2027 budget.

Action options/Recommendations:

Acknowledge bids, accept the bid from Consultadd Inc and authorize the City Administrator to enter into a contract with Consultadd Inc through June 30, 2028.

Attachment: Bid Tab

**Microsoft Office 365
BID TAB
April 15, 2026**

Vendor	<u>1st Year</u> 237/EA Plan E3	<u>1st Year</u> 1/EA Standard	<u>Total</u> 1st Year	<u>2nd Year</u> 237/EA Plan E3	<u>2nd Year</u> 1/EA Standard	<u>Total</u> 2nd Year
Consultadd Inc	\$158.84	\$137.40	\$37,782.48	\$158.84	\$137.40	\$37,782.48
Go Full Cloud	\$249.60	\$134.40	\$59,289.60	\$249.60	\$134.40	\$59,289.60
Cloud Navigator*	\$262.20	\$142.50	\$62,283.90	\$262.20	\$142.50	\$62,283.90
Tech Advanced Computer Inc	\$232.00	\$127.00	\$55,111.00	\$239.00	\$130.00	\$56,773.00
Davenport Group	\$410.40	\$142.50	\$97,407.30	\$542.75	\$163.88	\$128,795.63
Southern Computer Warehouse*	\$231.38	\$125.82	\$54,962.88	-	-	-
Global Solutions Group Inc	\$245.49	\$133.42	\$58,314.55	\$257.76	\$140.09	\$61,229.21

- Cloud Navigator also quoted us Microsoft Office without Teams.
- Southern Computer Warehouse – Provided pricing for one year at this time, and is willing to provide pricing when the second year option becomes available. Per vendor, the price per each was transposed on bid, the prices are posted as intended.
- Software Information Resource Corp (SIRC) submitted a bid via email in PDF format – disqualified.