



Agenda Item Summary

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**File #: 26-00068**

**Agenda Date: 1/27/2026**

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**Agenda Item Name:**

**First Amendment to Agreement with Microsoft, SHI International Corp. (14539), for Information & Telcom Services.**

**Presenter:**

Gee Chow, Information & Telcom Director, 352.374.5242  
Theodore White, Procurement Manager, 352.374.5202

**Description:**

First Amendment to Agreement with Microsoft, SHI International Corp. (14539) to increase the Annual Not to Exceed (NTE) from \$499,519.43 to \$536,699.43 due to an increase in additional Microsoft Enterprise Licenses, for Information & Telcom Services.

**Recommended Action:**

Approve and authorize the Chair to execute First Amendment to Agreement with Microsoft, SHI International Corp., in the amount of \$536,699.43.

**Prior Board Motions:**

January 14, 2025, the Board approved and authorized the Chair to execute Agreement 14539 with Microsoft and the issuance of a Purchase Order to SHI International Corp., in the amount of \$499,519.43. Item 25-00019.

January 11, 2022, the Board approved the three-year Renewal of Microsoft Enterprise Agreement. Item 22-0002

Board of County Commissioners approved the following Renewals:

- Renewal September 11, 2018
- Renewal January 12, 2016
- Renewal April 23, 2013
- Renewal January 26, 2010

**Fiscal Note:**

Year 1 FY 2025 \$499,519.43  
Year 2 FY 2026 \$536,699.43  
Year 3 FY 2027 \$536,699.43

There is sufficient budget for this expenditure as this is an identified expenditure in the Information

Service Department budget, account 001-16-1600-519-54.80 (subscriptions & memberships).

001.16.1600.519.54.80 - \$536,699.43

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

The Microsoft Enterprise Agreement provides preferred price levels and facilitates centralized payment planning and licensing, simplifying compliance, software assurance budgeting, and reducing cost of ownership. Office 365, Microsoft operating systems, document collaboration tools like Teams and SharePoint, E-mail system are the standard in the industry. Federal, State and local governments utilize those products in the processing and manipulation of data (Word processing, spreadsheets, electronics presentations, etc.) The implementation of Microsoft products is necessary to continue, improve and ensure the exchange of information with other agencies.

This purchase is exempt from the County's competitive bidding requirements pursuant to Section 22.3-302 (22) of the Alachua County Procurement Code, Software packages for computers approved by the County's Information and Telecommunications Services Department; however, since the dollar amount of the purchase exceeds the purchasing authority of the Procurement Manager, this is being submitted for Board consideration and approval