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Memorandum
Purchasing Division
IT Department

TO: John T. Lockerby, Village Manager

FROM: Michael Aleksic, Purchasing Agent

Jim Shaw, IT Director

DATE: August 18, 2017

SUBJECT: **Annual Service Renewal for Microsoft Exchange 365**
Agenda Item – September 5, 2017 Board Meeting

Background:
The Village contracts with Microsoft 365 for email services. This service agreement is up for renewal. It is necessary to renew the contract in order to provide uninterrupted support of the network.

Budget & Account:	$23,000.00	#0L31007	020-6000-403.03-20

Recommended Contractor & Pricing:
Planet Technologies, Germantown, MD $22,409.28

Comments:
The Microsoft 365 agreement supports up to 575 Email users and audio/video conferencing capabilities.

Cc: Jason Wicha

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