

Information Technology

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City of Columbus

City Hall

2500 14th St., Suite 3

P. O. Box 1677

Columbus, NE 68602

MEMORANDUM

DATE: 3/28/2025
TO: City Administrator / Mayor / City Council
FROM: Matt Soukup
RE: Microsoft Office and Access Licenses

RECOMMENDATION:

I recommend the approval of the CDW quote to purchase Microsoft Office Standard and Microsoft Access licenses.

DISCUSSION:

The Microsoft Office licenses are part of the scheduled replacement of workstation for multiple departments. The Microsoft Access licenses are for the Water Department to be used to track and maintain databases for Cross Connect Survey and Lead Service Line Inventory.

FISCAL IMPACT:

The Microsoft Office licenses for this purchase will come from Computer Support/Maint. for multiple departments. Microsoft Access licenses will come from Water Production Computer Support/Maint.


ALTERNATIVES:

Staff makes no alternative recommendation.

SIGNATURE:

By: 

Approved By: 
Heather Lindsley, Finance Director

Approved By: 
Tara Vasicek, City Administrator



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

MATT SOUKUP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PJRP642	3/27/2025	PJRP642	3896862	\$11,466.94

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Office LTSC Standard 2024 - license - 1 PC Mfg. Part#: EP2-27380 Electronic distribution - NO MEDIA Contract: CDWG GSA Schedule 47QTCA18D004K (47QTCA18D004K)	32	8105748	\$340.47	\$10,895.04
Microsoft Access LTSC 2024 - license - 1 license Mfg. Part#: EP2-27126 Electronic distribution - NO MEDIA Contract: CDWG GSA Schedule 47QTCA18D004K (47QTCA18D004K)	5	8107779	\$114.38	\$571.90

SUBTOTAL		\$11,466.94
SHIPPING		\$0.00
SALES TAX		\$0.00
GRAND TOTAL		\$11,466.94

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF COLUMBUS ACCTS PAYABLE 2500 14TH ST STE 3 COLUMBUS, NE 68601-4958 Phone: (402) 564-8584 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: CITY OF COLUMBUS MATT SOUKUP 2424 14TH ST COLUMBUS, NE 68601-5038 Shipping Method: ELECTRONIC DISTRIBUTION
Please remit payments to:	
CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	



Sales Contact Info

Mike Elliott | (877) 459-7057 | mike.elliott@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$11,466.94	\$332.66/Month	\$11,466.94	\$379.33/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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