



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: July 17, 2023

Prepared By: Joanie Baxter, CPA – Finance Director *JB*

Agenda Item: Purchase Authorization – Network File Server and Microsoft 365

Explanation: As discussed during the budget process, the network file server was purchased in 2018 and is in need of replacement. In addition to replacing the server, IT360 recommends moving from an Exchange Server to Microsoft 365 for email and other Office software. The quote I received includes licenses for 99 users as anyone who has an email address will be transitioned to Microsoft Office 365. The current ten licenses that we have for Office 365 will be incorporated in at renewal so they are all on the same term. At my request, IT360 did some research and was able to find a Microsoft Office 365 Business license for an annual renewal cost of \$72 per user as compared to \$99.60 per user in the first quote.

Fiscal Impact: The total cost of the project, including software for the server and for the licenses for Microsoft 365 is \$29,375.50. A total of \$30,000 has been budgeted in the Capital Equipment Replacement Fund (CERF) for FY23-24 for the server replacement.

Staff Recommendation: Recommend approval of the purchase of the replacement server and related software from IT360 for a total cost of \$29,375.50.

Action Requested: Approval as part of the Consent Agenda.