

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: William T. Lichter, Village Manager
DATE: May 11, 2005 Agenda Date: May 19 2005
TITLE: Microsoft Office 2003 Upgrade

SUBMITTED BY: Larry Mcghinnis, I.T. Manager

RESULTS:

Date Bids Were Published: Date Bidding Closed: / /

Total Number of Bids Received.....

Total Number of Bidders Meeting Specifications Yes No
Bid Security Required Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn Yes No
Explanation Yes No

If yes, explain:

Waiver of Bids Requested? Yes No

If yes, explain: Purchased through State contract

Award Recommended to Lowest Responsible Bidder..... Yes No

If no, explain:

FISCAL IMPACT:

Funding for this project would come from the computer reserve account that has \$94,500 allocated for the replacement 250 copies of MS Office Suite.

BACKGROUND/RECOMMENDATION:

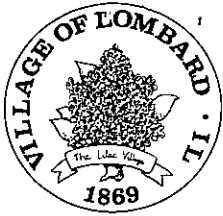
See attached memo.

Has Recommended Bidder Worked for Village Previously Yes No
If yes, was quality of work acceptable Yes No
Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Finance Director XX Leonard J Flood Date 05/11/05
Village Manager XX William T. Lichter Date 5/11/05

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



To: Len Flood
Finance Director

From: Larry McGhinnis
I.T. Manager

Date: May 11, 2005

Subject: Microsoft Office 2003 upgrade.

In light of the economic environment over the past several years, I have taken a conservative approach to the replacement of Microsoft Office software products for the Village. The Village has been operating on Microsoft Office 97 for many years. As long as productivity wasn't being hampered, I felt no need to upgrade this product. However, with new software upgrades that were done to numerous programs this past year the time has come to get the Village current with the software technology that is available.

This past year we have installed GIS software called Looking Glass that requires Office 2003. In order for all Village employees to take advantage of this new software their current office suite needs to be upgraded. The new Office Suite will allow Community Development and Public Works to do mass letter printing to residents using the GIS Looking Glass with integration to MS Office 2003.

Another area of concern is obtaining Access Databases from other agencies that use MS Office 2003. These databases will not work with our current Office 97 product. Community Development, Public Work, Police and Fire receive these periodically.

To maintain compatibility throughout the Village, the request is to upgrade all Village PCs with the software.

Funding for this project would come from the computer reserve account that has \$94,500 allocated for the replacement 250 copies of MS Office Suite.

IT recommends a contract be awarded to CDWG in an amount not to exceed \$76,023.00 for the purchase of 250 Microsoft Office 2003 Pro licenses. CDWG has been awarded the state contract for this software. It is approximately \$100.00 less per license than any other vendor.



*The Right Technology.
Right Away.™*

www.CDWG.com
800-808-4239

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
WH07670	5192349	5/06/2005

DAVID MARKINES
B 255 E WILSON AVE
L
L VILLAGE OF LOMBARD
T LOMBARD, IL 60148-3926
O

VILLAGE OF LOMBARD
S 255 E WILSON AVE
H
I
P DAVID MARKINES
T LOMBARD, IL 60148-3931
O Contact: DAVID MARKINES 630-620-5913

Customer Phone # 6308734712

Customer P.O.# OFFICE-NO SA QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
AJ DEGEORGE 866-723-3387	DROP SHIP-GROUND	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	541156	MS WWF OFFICE PRO ENT 2003 MEDIA Mfg#: MWF-269-06937	23.00	23.00
250	528838	MS GSA OFFICE PRO ENT 2003 Mfg#: MLG-269-06826	304.00	76000.00
			SUBTOTAL	76023.00
			FREIGHT	.00
			SALES TAX	.00

BUY WITH CONFIDENCE. CDW IS A FORTUNE 500 COMPANY.

TOTAL	US Currency
	76,023.00

CDW Government, Inc.
230 North Milwaukee Ave.
Vernon Hills, IL 60061
Phone: 847-371-5000 Fax: 847-419-6200

Please remit payment to:
CDW Government, Inc.
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515