



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R6 - 2026**

*Introduced by the Administration on February 4, 2026*

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**Authorization for single source Contract with Microsoft Corporation in the amount of \$110,500.00 for provides the ability for City staff to open tickets directly with Microsoft for system support and work directly with an account manager at Microsoft for escalation and resolution. This is considered a single source as the City is fully integrated with Microsoft Office 365.**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Microsoft Corporation
2. Project or Contract Reference: Contract #898
3. Description of Service(s): The City is fully integrated with Microsoft Office 365 for email, Teams, Sharepoint, etc. If support is needed for any of these products, the City can work directly with Microsoft for a resolution.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 4<sup>th</sup> day of February, 2026, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Contract #898

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Gerry Anthony, Department Head

**DATE:** January 23, 2026

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

N/A

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Microsoft Corporation: One Microsoft Wat, Redmond, WA 98052

Contract Consideration: \$100,500.00

Funding Source: 000-07-0604-0030-50046-

- Description of project or scope of services to be provided:

This is a single source contract where Microsoft provides the ability for City staff to open tickets directly with Microsoft for system support and work directly with an account manager at Microsoft for escalation and resolution. In addition, City staff training provided as part of the agreement. This is considered a single source as the City is fully integrated with Microsoft Office 365 for email, Teams, Sharepoint, etc. If support is needed for any of these products, the City can work directly with Microsoft for a resolution.

- Contract Term:

Microsoft Enterprise Support Services will commence on 02/15/2026 (the "Support Commencement Date") and will expire on 02/14/2027 (the "Support Expiration Date").

- List any renewal term options and duration of each renewal, if any:

N/A

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: Gerry Anthony, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution