

# County of Passaic

## Board of County Commissioners



### OFFICE OF COUNTY COMMISSIONERS

Director Cassandra "Sandi" Lazzara  
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Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Jun 23, 2026 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING PURCHASE OF MICROSOFT OFFICE 365  
SUBSCRIPTIONS FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF  
MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-10, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.  
COUNTY COUNSEL

<b>Official Resolution#</b>	
Meeting Date	6/23/2026
Introduced Date	6/16/2026
Adopted Date	
Agenda Item	2.
CAF#	6-01-20-111-003-239
Purchase Req. #	R6-10674
Result	

Administration and Finance  
COMMITTEE NAME

**RESOLUTION AUTHORIZING PURCHASE OF MICROSOFT OFFICE 365  
SUBSCRIPTIONS FROM SHI INTERNATIONAL CORP. BY THE DEPARTMENT OF  
MANAGEMENT AND INFORMATION SYSTEMS, PURSUANT TO N.J.S.A. 40A:11-10, ET  
SEQ.**

**WHEREAS**, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-10, et seq., the governing bodies of two or more contracting units may provide by joint agreement for the provision and performance of goods and services for use by their respective jurisdictions; and

**WHEREAS**, by virtue of Resolution No. R20170119, the County is a member of Bergen County’s New Jersey Cooperative Purchasing Alliance, which awarded a contract to multiple vendors for Computer Equipment & Peripherals, Contract #CK04, Bid #24-38, including SHI International Corp., a New Jersey corporation engaged in the business of information technology services, cloud computing services, and hardware services; and

**WHEREAS**, the Director of the Department of Management and Information Systems received a quote from SHI International, Corp. dated March 6, 2026, attached hereto and made part of this Resolution, for a one-year subscription renewal of the Microsoft Office 365 productivity software currently used by County personnel, including related licenses and services, for a term from June 1, 2026 to May 31, 2027, in the amount of three hundred twenty-nine thousand seven hundred thirteen dollars and sixty-five cents (\$329,713.65), which is being recommended to the Board for approval; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., SHI International Corp. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed SHI International Corp. is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 6-01-20-111-003-239 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2026 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the June 10, 2026, Administration and Finance Committee meeting, and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-10, the Board of County Commissioners of the County of Passaic authorizes the Department of Management and Information Systems to purchase a one-year subscription renewal of the Microsoft Office 365 productivity software currently used by County personnel, including related licenses and services, for a term from June 1, 2026 to May 31, 2027, in the amount of three hundred twenty-nine thousand seven hundred thirteen dollars and sixty-five cents (\$329,713.65), as per the attached quote dated March 6, 2026 and Contract #CK04, Subcontract #24-38.

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, Purchasing Agent, Director of the Department of Management and Information Systems, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.