

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale "Pat" Lepore
Deputy Director Cassandra "Sandi" Lazzara
John W. Bartlett
Orlando Cruz
Rodney De Vore
Terry Duffy
Bruce James

401 Grand Street
Paterson, New Jersey 07505
Tel: 973-881-4402
Fax: 973-742-3746

Matthew P. Jordan, Esq.
Administrator
Nadege D. Allwaters, Esq.
County Counsel
Louis E. Imhof
Clerk Of The Board

Date: May 27, 2025 - 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.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	5/27/2025
Introduced Date	5/22/2025
Adopted Date	
Agenda Item	12.
CAF#	5-01-20-111-003-2399
Purchase Req. #	
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 April 25, 2025, 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, 2025 to May 31, 2026, 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. 5-01-20-111-003-2399 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 2025 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

WHEREAS, this matter was discussed at the May 16, 2025 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, 2025 to May 31, 2026, 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 April 25, 2025 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.