

**TOWNSHIP OF NORTH BRUNSWICK
RESOLUTION 091-1.26**

**AUTHORIZING AWARD OF CONTRACT BID25018 FOR PROCUREMENT OF
OFFICE 365 LICENSING & MIGRATION SERVICES TO MY CORPORATE
HOSTING SOLUTIONS LLC – NTE \$214,745.00**

WHEREAS, the Division of Information Technology within the Administration Department is responsible for providing network support services and it has been the Division's desire to transition from an on-premises email exchange server to a cloud solution and the necessary hardware has been procured to facilitate this upgrade; and

WHEREAS, Freehold IT, the Township's managed services provider, recommended that the licenses and migration services be procured from a single vendor to ensure the integrity of data during the migration; and

WHEREAS, on December 1, 2025 the Township Council approved Resolution no. 385 – 12.25 authorizing advertisement for receipt of bids for Procurement of Office 365 Licensing & Migration Services, BID25018; and

WHEREAS, eight (8) bids were received on December 30, 2025; and

WHEREAS, the lowest apparent bidder, K Systems Solutions LLC, requested permission to withdraw its bid due to a material clerical error in calculating its bid amount and the request was reviewed by Legal Counsel who recommended that the request be granted; and

WHEREAS, Freehold IT, the Purchasing Agent, and Legal Counsel have reviewed the bid submitted by the second lowest bidder, My Corporate Hosting Solutions LLC (25609 East Main Street, Onley, VA 23418) and determined them responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

WHEREAS, My Corporate Hosting Solutions LLC submitted the following pricing in their bid proposal:

- One-Time Migration Fee \$14,000.00
- Annual Licensing/ 3rd Party Email Security \$40,149.00
- Annual Support \$0.00

; and

WHEREAS, annual licensing costs may fluctuate dependent on the number of mailboxes the Township has active at one time and the per license costs to the vendor through their enterprise agreement with Microsoft; and

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WHEREAS, the Purchasing Agent recommends the award of the bid submitted by My Corporate Hosting Solutions LLC with a five-year term (January 1, 2026 – December 31, 2030) for the migration of the on-premises Exchange Server to Microsoft Cloud and Office 365 licensing for five years for a total contract amount of \$214,745.00.

NOW THEREFORE, BE IT RESOLVED, that the bid submitted by My Corporate Hosting Solutions LLC is hereby accepted.

BE IT FURTHER RESOLVED, that the Township Council of the Township of North Brunswick, County of Middlesex, State of New Jersey does hereby authorize the Mayor to execute and the Township Clerk to witness contract BID25018 with My Corporate Hosting Solutions LLC to provide Procurement of Office 365 Licensing & Migration Services in the amount of not-to-exceed \$214,745.00 with a five-year term (January 1, 2026 – December 31, 2030) with no options for an extension.

CERTIFICATION OF FUNDS

I, Cavel Gallimore, Chief Financial Officer, hereby certify funds for this purpose in the amount of \$14,000.00 are available in account C-04-55-C25-250-501 and \$40,149.00 in account 6-01-31-430-000-450. The balance of funds authorized shall be certified upon the appropriation of funds in FY27 and future fiscal years. BID25018

Cavel Gallimore, Chief Financial Officer