**Purchasing Summary**

<table>
<thead>
<tr>
<th>EVENT #</th>
<th>5768</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong></td>
<td>Annual Maintenance Renewal for ShoreTel</td>
</tr>
<tr>
<td><strong>TYPE OF PROCUREMENT:</strong></td>
<td>Sole Source</td>
</tr>
<tr>
<td><strong>ANNUAL CONTRACT</strong></td>
<td>☐</td>
</tr>
<tr>
<td><strong>ANNUAL MAINTENANCE AGREEMENT</strong></td>
<td>☒</td>
</tr>
<tr>
<td><strong>ONE TIME PURCHASE</strong></td>
<td>☐</td>
</tr>
</tbody>
</table>

**ANNUAL CONTRACT TERM (IF APPLICABLE)**
January 1, 2018 – December 31, 2018

**M/WBE (IF APPLICABLE)**
N/A

**MATRIX (IF APPLICABLE)**
N/A

**NOTES**
Recommend approval to renew an annual agreement for ShorTel maintenance from CNP Technologies in the amount of $52,352.11. The agreement will provide maintenance and support for the ShoreTel system that is used throughout the City for phone service. Some equipment may be purchased under this agreement as well. This is a sole source because this equipment is installed throughout the City and the annual maintenance agreement for this equipment is only available from this source.

Delivery: As requested. Terms: Net 30 Days. The vendor is:

S.S. CNP Technologies (Charlotte, NC)\(^{(D)}\) $52,352.11

A pre-bid conference was not conducted as this is a sole source purchase. (D) Indicates a non-local, non-minority owned business. Recommend approval.

Local Available: No
MWBE Available: No
Total Sent: 1
MWBE Sent: 0
Total Received: 1
MWBE Received: 0
Vendor Federally Debarred/Suspended: No