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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: March 3, 2026

SUBMITTED BY: Riley Flint, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Authorization for the Mayor to sign an agreement with SHI International Corporation for Office 365 licensing

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES: GL: A3021694-54720, cost not to exceed \$37,642.80 a year for three years

ATTACHMENTS:

[SHI International Corp. COI through 9-2026.pdf](#)

[SHI Quote-27083345 Office365 2026 - 2029.pdf](#)

[COSF SHI 2026.pdf](#)

[NY-City of Saratoga Springs - APPENDIX A All City Contracts and Agreements \(012926\).pdf](#)

[NY-City Saratoga Springs - Contract for Office365 - Quote 27083345 \(022626\).pdf](#)