



## City of Columbus, Nebraska Purchase Request Form

**This form must be fully completed before any purchase, contract, or expenditure of City funds.**

**\*\*When sending to Finance: Subject line on email should read- "Purchase Request Form"**

	<b>AMOUNT: 49,097.62</b>				
<b>PROCESS:</b>	\$999 or less	\$1,000 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$74,999	\$75,000
Purchase Request Form		X	X	X	X
2 Quotes		X			
Dept Head Approval		X	X	X	X
3 Quotes			X	X	
City Administrator Approval			X	X	X
Verification of Funds, Finance Director			X	X	X
Form Bidding Required					X
City Council Approval				X	X

### 1. Requesters Information

Department / Division: Multiple

Requesting Employee: Matt Soukup

Supervisor: \_\_\_\_\_

Department Head: Besty Eckhardt

Date: 4/28/2026

### 2. Type of Purchase

- Goods / Supplies / Equipment
- Contractual Services
- Professional Services (QBS)
- Construction / Capital Improvement
- Emergency Purchase

### 3. Purchase Description:

*Fully describe the goods or services and their purpose.*

Licenses for Microsoft 365 email subscription accounts.

**4. Selected Vendor Information:**

Vendor Name: CDW-G Contact Name: Mike Elliott  
Phone: (877) 459-7057 Email: mike.elliott@cdwg.com  
Cooperative Purchasing (State Contract, Sourcwell, etc.):  Yes  No

**5. Cost & Budget:**

Total Cost: 49,097.62  
Account Number(s): Multiple Departments Computer Support/Maint  
Funds Available:  Yes  No

**6. Number of Quotes obtained:** 1

**If this is a sole source quote please explain:**

Sourcewell State of Nebraska software pricing

**7. Approvals**

Supervisor / Designee: Matt J Soehner Date: 4/28/2026  
Department Head: Betsy Eckhardt Date: 04/28/2026  
City Administrator (if \$5,000+): [Signature] Date: 4/29/26  
City Council Resolution (if \$25,000+): \_\_\_\_\_  
Verification of Funds:  
Finance Director (if \$5,000+): Christopher A. Nguyen Date: \_\_\_\_\_

**AS NEEDED: Description of Emergency Purchases**

An "emergency" shall be defined as any event that interrupts the normal administration of municipal services, thereby jeopardizing the life, health of citizens.

*Describe emergency circumstances and justification.*



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

# QUOTE CONFIRMATION

### Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

**MATT SOUKUP,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PWDC326	4/23/2026	PWDC326	3896862	<b>\$39,248.02</b>

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">GOV MS MPSA S U M365 G3</a>	98	5765609	\$400.49	\$39,248.02
Mfg. Part#: AAD-38071-CCD-12MO				
Electronic distribution - NO MEDIA				
Contract: Sourcewell 121923-State of Nebraska Software (111216 04)				

<b>SUBTOTAL</b>	\$39,248.02
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$39,248.02</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> CITY OF COLUMBUS ACCTS PAYABLE 2500 14TH ST STE 3 COLUMBUS, NE 68601-4958 <b>Phone:</b> (402) 562-4242 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> CITY OF COLUMBUS MATT SOUKUP 2424 14TH ST COLUMBUS, NE 68601-5038 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Mike Elliott** | (877) 459-7057 | [mike.elliott@cdwg.com](mailto:mike.elliott@cdwg.com)

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager.

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Thank you for choosing CDW. We have received your quote.

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# Subscription Quote Confirmation

### Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

**MATT SOUKUP,**

Thank you for choosing CDW for your subscription service needs. The details of your quote are below.

Quote #	Quote Date	PO #	CUSTOMER #
PWGL459	April 28, 2026	260428	3896862

### Quote Details

ITEM	QTY	UNIT PRICE	Item Total
<b>NGE M365 F3 G</b>			
<b>CDW #: 7980788</b>			
NGE M365 F3 A	108	\$91.20/Year	\$9849.60/Year

**Annual Fee** \$9,849.60/Year  
**Minimum Contract Annual Total\*** **\$9,849.60**

\*Tax will be calculated at the time of invoicing.

### Addon Details - Estimate Items Cost based on Usage\*\*

Item	Qty	Unit Price	Item Total
NGE Support A	108	\$0.00/Year	\$0.00/Year
NGE Migration and Supported Backup A	0	\$51.00/Year	\$0.00/Year
NGE Standalone Backup w Support A	0	\$27.60/Year	\$0.00/Year
NGE Onboard A	108	\$0.00/Year	\$0.00/Year

**Monthly Fee** \$0.00/Year  
**Estimated Additional Annual Total\*** \$0.00  
**Estimated Annual Grand Total** **\$9,849.60**

Billing and Payment Info

**Billing Address**

2500 14TH ST STE 3, COLUMBUS, NE 68601-4958

**Payment Type**

NET 30-VERBAL

**Address of Use**

2424 14TH ST, COLUMBUS, NE 68601-5038

**Subscription Contact Details**

<b>Business Contact</b>	<b>Name</b>	MATT SOUKUP
	<b>Email</b>	<a href="mailto:matt.soukup@columbusne.us">matt.soukup@columbusne.us</a>
	<b>Phone</b>	(402) 562-4242
<b>Technical Contact</b>	<b>Name</b>	MATT SOUKUP
	<b>Email</b>	<a href="mailto:matt.soukup@columbusne.us">matt.soukup@columbusne.us</a>
	<b>Phone</b>	(402) 562-4242



**Sales Contact Info**

**Mike Elliott** | (312) 547-2237 | [mike.elliott@cdwg.com](mailto:mike.elliott@cdwg.com)

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This email was sent to [mike.elliott@cdwg.com](mailto:mike.elliott@cdwg.com). Please add [cdwsales@cdwemail.com](mailto:cdwsales@cdwemail.com) to your address book.

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SPS-OC:002 | | SPS 205 | Customer#: 3896862