

**Notice of Meeting for the
General Government and Finance Advisory Board
of the City of Georgetown
January 29, 2020 at 4:30 PM
at 808 Martin Luther King Jr Street, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Legislative Regular Agenda

- A Review minutes from the Dec 4, 2019 General Government and Finance Advisory Board Meeting - Amy Mertink, Board Liaison
- B Consideration and possible recommendation to approve a change order to the City's contract with Advoco Inc. to provide software integration services for a total amount not to exceed \$58,005; including the ratification of \$41,235 in previous expenditures plus \$16,770 in additional services. Mike Stasny, IT Manager – Applications.
- C Consideration and possible approval to purchase replacement laptops and associated docks and port replicators for emergency service vehicles, as well as new ruggedized laptops and computer equipment for new Police and Code Enforcement Officers from Ingram Technologies LLC for an amount of \$92,503.30 - Chris Bryce, IT Director
- D General discussion of funding and use of the Facilities Internal Services Fund (ISF) and upcoming capital maintenance expenditures. – Trish Long, Facilities Manager; Eric Johnson, Facilities Director

Adjournment

Adjourn Meeting

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Government and Finance Advisory Board
January 29, 2020

SUBJECT:

Review minutes from the Dec 4, 2019 General Government and Finance Advisory Board Meeting - Amy Mertink, Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Amy Mertink

ATTACHMENTS:

Description		Type
	Draft Dec 2019 minutes	Backup Material

**Minutes of Meeting of the
GENERAL GOVERNMENT AND FINANCE ADVISORY BOARD (GGAF)
City of Georgetown, Texas
Dec 4, 2019**

The General Government and Finance Advisory Board met on Wednesday, Dec 4, 2019 at 4:30 PM at City Hall, 808 Martin Luther King Jr Street, Georgetown, Texas.

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Board Members Present:

Tommy Gonzalez, Chair
Chere' Heintzmann, Secretary
Kevin Pitts
Stu McLennan
James Bralski

City Staff Present:

David Morgan, City Manager
Laurie Brewer, Assistant City Manager
Leigh Wallace, Finance Director
Trish Long, Facilities Superintendent
Stan Hohman, Fleet Manager
Courtney Hanson, Office Specialist
Eric Johnson, CIP Manager
Ed O'Neal, Support Services Manager
Eric Nuner, Assistant Parks and Rec Director
Chris Bryce, IT Director
James Davis, Operations Manager
Clay Shell, Assistant Fire Chief
John Sullivan, Fire Chief
Amy Mertink, Admin Assistant

Others present:

Legislative Regular Agenda

Tommy Gonzalez called the meeting to order at 4:30 p.m.

A Review minutes from the August 28, 2019 General Government and Finance Advisory Board Meeting -Amy Mertink, Board Liaison

No comments or changes.

Motion to approve by James Bralski, 2nd by Chere Heintzmann, approved 5-0

B Review minutes from the Oct 30, 2019 General Government and Finance Advisory Board Meeting – Amy Mertink, Board Liaison

No comments or changes.

Motion to approve by James Bralski, 2nd by Kevin Pitts, approved 5-0

C Consideration and possible action to recommend approval of an annual dedicated support contract for facility access control and video surveillance to be provided by Convergent Technologies of Austin, TX in the amount of \$89,084.35 per NJPA contract 031517-CTL. --Trish Long, Facilities Superintendent

Trish Long briefed the need for this contract and explained this is the city's current provider and there are cost savings with a dedicated support services contract. The contract is an annual renewal, the city has used this vendor for 4 years. Chere asked if there were any other bids and Trish explained that the city is limited on who they can use due to the software. Tommy asked if there was opportunity for a longer term contract, Trish will look into this.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 5-0

D Consideration and possible action to recommend approval of a Renewal Agreement with Brandt Company of Austin, Texas through Buyboard contract # 558-18 for heating, ventilation and air conditioning (HVAC) services in the estimated annual amount of \$500,000.00----Trish Long, Facilities Superintendent

Tommy asked for clarification on the dollar amount and Trish explained it is not to exceed. The board also had questions on replacement units. Trish explained the possible and planned replacements and the units needed for Fire stations 6 and 7.

Motion to approve by Stu McLennan, 2nd by James Bralski, approved 5-0

E Consideration and possible action to approve the purchase of an Aerial Platform Ladder Truck from Siddons-Martin Emergency Group through the Buy-Board Contract #571-18 for a cost not to exceed \$1,700,000.00. –Clay Shell, Assistant Fire Chief

Assistant Chief Shell explained the need for the purchase and showed the truck that would be purchased. The new truck would be easier to navigate, and the stabilizers deploy more quickly. The ladder is comparable to the current truck. This purchase is in the budget and once it has arrived, the old truck will go into reserve. Clay also explained there is a Feb deadline before the price increases.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 5-0

F Consideration and possible action to approve the purchase and installation of a Station Alerting System Fire Station No. 6 from US Digital Designs in the amount of \$98,937.70 – Eric Johnson, CIP Manager

Eric Johnson gave one presentation for items F and H. Eric explained the purpose of the system and showed where each item would be installed. Eric also explained some updates to the purchase since the posting of the agenda-the installation will be done by a licensed installer rather than with the vendor in order to reduce the cost. Tommy expressed concerns on quality control of the installation if not done with the vendor. Eric explained that the vendor will provide the training for the installer and the vendor guarantees the work of the installer when the vendor provides the training.

Motion to approve by James Bralski, 2nd by Chere, approved 5-0

G Consideration and possible action to approve the purchase of a SCBA Compressor for installation in Fire Station No. 6 from August Industries, Inc. in the amount of \$71,456.24 – Eric Johnson, CIP Manager

Eric Johnson gave one presentation for items G and I. Eric showed photos of the units and explained their purpose. Tommy asked about the life of the units. The last one was replaced after 20 years. Eric also reviewed the scope and fees.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 5-0

H Consideration and possible action to approve the purchase and installation of a Station Alerting System Fire Station No. 7 from US Digital Designs in the amount of \$114,148.44 – Eric Johnson, CIP Manager

Eric Johnson gave one presentation for items F and H. See Item F above.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 5-0

I Consideration and possible action to approve the purchase of a SCBA Compressor for installation in Fire Station No. 7 from August Industries, Inc. in the amount of \$71,456.24 – Eric Johnson, CIP Manager

Eric Johnson gave one presentation for items G and I. See item G above.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 5-0

Motion to adjourn meeting by Kevin Pitts, 2nd by Chere Heintzmann, approved 5-0. Meeting adjourned at 5:17pm.

Tommy Gonzalez
Board Chair

Date

Chere' Heintzman
Board Secretary

Date

Amy Mertink
Board Liaison

Date

City of Georgetown, Texas
Government and Finance Advisory Board
January 29, 2020

SUBJECT:

Consideration and possible recommendation to approve a change order to the City's contract with Advoco Inc. to provide software integration services for a total amount not to exceed \$58,005; including the ratification of \$41,235 in previous expenditures plus \$16,770 in additional services. Mike Stasny, IT Manager – Applications.

ITEM SUMMARY:

The change order agreement with Advoco Inc., in the amount of \$16,770, is for the development of an interface between the City's new Workday ERP software and Infor EAM, the City's existing asset management system. The integration is necessary to automate warehousing and procurement processes carried out across both systems. The requested amount would cover the software and integration development work needed from Advoco, Inc. Advoco must begin development by the end of January to meet the Workday project timeline. The previous expenditures of \$41,235 included two types of expenses:

\$15,990 for Workday-Infor integration work, plus;

\$25,245 of general managed services for Infor.

The additional funds are needed to finalize work on the Workday/Infor integration.

This change order is to the services contract between the City of Georgetown and Advoco Inc. (Contract No. 17-0091-SC), currently under the first renewal, with a total of four one-year renewals. The contract renews each July.

All funds for this change order were previously budgeted for managed services on the Infor EAM product.

FINANCIAL IMPACT:

The not-to-exceed total for this agreement is \$58,005. Funds for this expenditure were budgeted as part of the Fiscal Year 20 budget in account 540-5-0547-51-349.

SUBMITTED BY:

Mike Stasny, IT Manager - Applications

ATTACHMENTS:

Description	Type
☐ Advoco EAM Workday Integration	Backup Material
☐ July 2019 Renewal	Backup Material
☐ Change Order	Backup Material

Infor EAM Cost Codes and Workday Integration Design



Prepared for

Mr. Shawn Bichsel

City of Georgetown

**Journey to a Reliable Operation
Proposal for EAM Consulting Services**

Michelle Kelly
VP Post Implementation Delivery
Advoco, Inc

James Crow
VP Technical Services
Advoco, Inc

Matt Gabriel
Director of Post Implementation
Advoco, Inc

October 14th, 2019

Infor EAM New Meter Issue Process

Infor EAM Cost Codes

Cost Codes	
Overview: Cost Code – remapping core data cost codes to new coding structure. Remapping open WOs and active Reqs and POs.	
Total Estimated Hours	60
Total Estimated Cost (\$195/hr rate)	\$11,700 USD

Infor EAM Integration with Workday Design

Integration with Workday Design	
Overview: Integration design for integrating Infor EAM with Workday	
Total Estimated Hours	22
Total Estimated Cost (\$195/hr rate)	\$4,290 USD

Item(s)	Cost
Cost Codes	\$11,700
Integration with Workday Design	\$4,290
Total Estimated Cost (\$195/hr rate)	\$15,990

Project Success Assumptions and Dependencies

- Project will be completed remotely, unless the City of Georgetown agrees to the optional travel estimate
- City of Georgetown will provide Advoco Secure, Remote, R5 Access to their EAM Environment
- Designation of a Project Manager or Lead from City of Georgetown
- City of Georgetown is licensed to use the EAM Web Services Toolkit, and has at least one EAM Connector license.
- Advoco will participate in weekly progress report meetings.

Commercial Details

This is a time and materials quote and as such City of Georgetown will only be billed for the time that Advoco staff spend working on the project. We firmly believe that the services as defined in this proposal will not exceed the estimated costing. If the total time is going to exceed the estimate, Advoco will provide written notification and gain approval before continuing.

Note that this cost excludes any travel time, travel related costs and expenses. All travel expenses, such as hotel, airfare and other transportation costs, will be billed at cost with no additional markup. Meals and Incidental Expenses (M&IE) will be fixed price per diem to match the current GSA rate for the location(s) where the work is performed at the time of the expense.

Terms and Conditions

Advoco will invoice City of Georgetown as work is completed with net 30 payment terms.

This Statement of Work is subject to the terms and conditions of a signed Master Services Agreement between City of Georgetown and Advoco, Inc., which are incorporated herein by reference. In the event of a conflict, the terms of this Statement of Work supersedes the terms of the Master Services Agreement.

Signatures

By signing below, the parties represent and warrant that he/she has the authority to accept and approve this project and any modifications.

City of Georgetown



Signature

David Morgan

Name

City Manager

Title

10/18/19

Effective Date

Advoco, Inc.



Signature

Stephen H Brindle

Name

Partner, Advoco

Title

October 15th 2019

Effective Date

RENEWAL AGREEMENT

This Renewal Agreement is entered into by and between **CITY OF GEORGETOWN**, a Texas Home-Rule Municipal Corporation (the "City"), and **ADVOCO, INC.** (the "Contractor"), collectively, the **Parties** follows:

WHEREAS, the Parties entered into an Agreement on June 6, 2018 for Infor EAM Administrator and Support Services, Contract No. 17-0091-SC, (the "Original Agreement"),

WHEREAS, the Original Agreement provided an initial term of one (1) year and provided for four (4) additional one (1) year renewal terms,

WHEREAS, the Parties hereby agree to renew the Original Agreement in accordance with the terms of the Original Agreement as well as any terms provided herein,

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. The Parties agree to renew the Original Agreement for an additional term which will begin immediately upon the expiration of the original term and will end on June 6, 2020, this being the First Renewal term.
2. During the First Renewal term, the not to exceed amount shall be \$43,000.00.
3. All other terms of the Agreement not inconsistent with this Amendment shall apply. Except as expressly modified by this Amendment, the Agreement remains unchanged and in full force and effect, subject to its terms.
4. This Amendment is effective on the date executed by the City.

ADVOCO, INC.

By: _____

Printed Name: _____

Title: _____

Date: _____

CITY OF GEORGETOWN

By: _____

Dale Ross, Mayor

Date: _____

ATTEST: _____

Robyn Densmore, City Secretary

APPROVED AS TO FORM:

Charlie McNabb, City Attorney

Shye Mason, Asst. City Attorney

GENERAL SERVICE CONTRACT WITH THE CITY OF GEORGETOWN, TEXAS

This General Service Contract is by and between the **City of Georgetown**, a Texas Home-Rule Municipal Corporation (the "City"), and **Advoco, Inc.** (the "Contractor"), for the following work: **Infor EAM Administrator and Support Services** as described in the Scope of Services attached as **Exhibit "A"**.

1. **Scope of Services.** Contractor agrees to provide the services described in **Exhibit A**, which is attached and incorporated herein.
2. **City Terms Prevail.** In the event there is a conflict between a term in **Exhibit A** and a term in this agreement, the terms shall prevail.
3. **Consideration.** In consideration for the services performed in the Scope of Services and Contractor's completion of work in conformity with this Contract, the City shall pay the Contractor an amount not to exceed **Fifty Thousand Dollars (\$50,000.00)**. Payment schedule will be made in accordance with Exhibit B, which is attached and incorporated herein.
4. **City's Payment and Approval.** All payments will be processed in accordance with Texas Prompt Payment Act, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Contractor within thirty days after of receipt of a correct payment application for services. The Contractor may charge a late fee (fee shall not be greater than that permitted under the Texas Prompt Payment Act) for payments not made in accordance with this prompt payment policy; however, the policy does not apply to payments made by the City in the event: (a) there is a bona fide dispute between the City and Contractor concerning the goods, supplies, materials, equipment delivered, or the services performed, that causes the payment to be late; (b) the terms of a federal agreement, grant, regulation or statute prevents the City from making a timely payment with Federal funds; (c) there is a bona fide dispute between the Contractor and a subcontractor and its suppliers concerning goods, supplies, material or equipment delivered, or the services performed, which caused the payment to be late; or (d) the payment application is not mailed to the City in accordance with Agreement.
5. **Term.** The initial term of the Contract is for one (1) year with the option to renew for four (4) additional one (1) year terms for a total of five (5) years. Any renewal must be in writing and executed by the Parties. The renewal will be under the same terms and conditions as the original agreement unless otherwise agreed to by the Parties. In the event a new agreement cannot be executed at the anniversary date of the original term or any renewal term, the agreement may be extended, if agreed in writing by both parties, on a month-to-month basis until a new agreement is executed.

6. **Dispute Resolution.** If either the Contractor or the City has a claim or dispute, the parties shall first attempt to resolve the matter through this dispute resolution process. The disputing party shall notify the other party in writing as soon as practicable after discovering the claim, dispute or breach. The notice shall state the nature of the dispute and list the party's specific reasons for such dispute. Within ten (10) business days of receipt of the notice, both parties shall make a good faith effort, in person or through generally accepted means, to resolve any claim, dispute, breach or other matter in question that may arise out of, or in connection with, this Agreement. If the parties fail to resolve the dispute within sixty (60) days of the date of receipt of the notice of the dispute, then the parties may submit the matter to non-binding mediation upon written consent of authorized representatives of both parties. If the parties cannot resolve the dispute through mediation, then either party shall have the right to exercise any and all remedies available under law regarding the dispute. If there is a dispute between the Contractor and the City respecting any service provided or to be provided hereunder by the Contractor, the Contractor agrees to continue providing on a timely basis all services to be provided by the Contractor hereunder, including any service as to which there is a dispute.
7. **Independent Contractor.** It is understood and agreed by the parties that the Contractor is an independent contractor retained for the services described in the Scope of Services. The City will not control the manner or the means of the Contractor's performance, but shall be entitled to work product as detailed in the Scope of Services. The City will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. This Contract does not create a joint venture.
8. **Subcontractor.** Contractor shall not subcontract any portion of Contractor's duties under this Contract without the prior written consent of the City.
9. **Insurance.** Contractor shall procure and maintain at its sole cost and expense for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, volunteers, employees or subcontractors. The policies, limits and endorsements required are set forth in **Exhibit C**. Contractor's insurance certificate satisfying the City insurance requirements is attached as **Exhibit D**.
10. **INDEMNIFICATION. THE CONTRACTOR SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE WORK DONE BY THE CONTRACTOR, ITS AGENTS, REPRESENTATIVES, VOLUNTEERS, EMPLOYEES, OR SUBCONTRACTORS UNDER THIS CONTRACT. THE INDEMNIFIED PARTY**

WILL PROMPTLY NOTIFY CONTRACTOR IN WRITING OF ANY CLAIM SUBJECT TO THIS SECTION 10 AND TENDER DEFENSE AND SETTLEMENT OF SUCH CLAIM TO CONTRACTOR. NEITHER PARTY WILL SETTLE ANY CLAIM UNDER THIS SECTION 10 WITHOUT THE OTHER PARTY'S PRIOR WRITTEN CONSENT. THE INDEMNIFIED PARTY WILL COOPERATE WITH THE CONTRACTOR IN THE DEFENSE OR SETTLEMENT OF ANY SUCH CLAIM.

11. **RELEASE.** THE CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR THE WORK TO BE PERFORMED HEREUNDER AND HEREBY RELEASES, RELINQUISHES, AND DISCHARGES THE CITY, ITS OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM ALL CLAIMS, DEMANDS, AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE COST OF DEFENSE THEREOF, FOR ANY INJURY TO OR DEATH OF ANY PERSON AND ANY LOSS OF OR DAMAGE TO ANY PROPERTY THAT IS CAUSED BY, ALLEGED TO BE CAUSED BY, ARISING OUT OF, OR IN CONNECTION WITH THE WORK TO BE PERFORMED HEREUNDER BY CONTRACTOR, ITS AGENTS, REPRESENTATIVES, VOLUNTEERS, EMPLOYEES, OR SUBCONTRACTORS; PROVIDED THAT THE FOREGOING RELEASE WILL NOT APPLY TO ANY CLAIMS, DEMANDS OR CAUSES OF ACTION THAT ARE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY, ANY OTHER PARTY RELEASED HEREUNDER, OR ANY THIRD PARTY.
12. **EXCEPT FOR THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR SPECIAL, CONSEQUENTIAL, EXEMPLARY, INDIRECT OR INCIDENTAL DAMAGES AND EACH PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, WILL NOT EXCEED THE GREATER OF \$50,000 OR THE TOTAL AMOUNT PAID AND PAYABLE BY THE CITY TO CONTRACTOR UNDER THIS AGREEMENT.**
13. **Performance.** Contractor, its employees, associates, or subcontractors shall perform all the services described in the Scope of Services in a professional manner and be fully qualified and competent to perform those services. Contractor shall undertake the work and complete it in a timely manner.
14. **Termination for Convenience.** The City shall have the right to terminate this Agreement, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Consultant shall promptly cease all further work pursuant to the Agreement, with such exceptions, if any, specified in the notice of termination. The City shall pay the Consultant, to the extent of funds appropriated

or otherwise legally available for such purposes, for all services performed and obligations incurred prior to the date of termination.

- 15. Termination for Cause.** In addition to the termination rights described above, either party may terminate this Agreement effective upon written notice to the other if the other breaches any of the terms and conditions of this Agreement and fails to cure that breach within thirty (30) days after receiving written notice of the breach. In the event of an incurable breach, the non-breaching party may terminate this Agreement effective immediately upon written notice to the breaching party.
- 16. Venue.** This Contract has been made under and shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Williamson County, Texas.
- 17. Amendment.** This Contract may only be amended by written instrument approved and executed by the parties.
- 18. Taxes.** The City is exempt from payment of state and local sales and use taxes on labor and materials incorporated into the project. If necessary, it is the Contractor's responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor to buy any materials to be incorporated into the project and then resell the aforementioned materials to the City without paying the tax on the materials at the time of purchase.
- 19. Compliance with Laws.** The Contractor will comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws.
- 20. Waiver of Terms.** No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent waiver or deferral of the same term or condition.
- 21. Assignment.** This Contract and the rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of City.
- 22. Entire Agreement.** This Contract represents the entire and integrated agreement between the City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.
- 23. Effective Date.** This Contract will be effective when it is signed by the last party making it fully executed.
- 24. Notices.** Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, in the first class

mail of the United States properly, or sent via electronic means, addressed to the appropriate party at the address set forth below:

Notice to the Contractor: Advoco, Inc.
ATTN: Paul N Cowley
1331 7th Street, Suite H
Berkeley, CA 94951
pcowley@advocoinc.com

Notice to the City: City of Georgetown
ATTN: City Manager
P.O. Box 409
Georgetown, Texas 78627
David.Morgan@georgetown.org

With a copy to: City of Georgetown
ATTN: City Attorney
P.O. Box 409
Georgetown, Texas 78627
Charlie.McNabb@georgetown.org

25. Severability. This Agreement is severable and if any one or more parts of it are found to be invalid, such invalidity shall not affect the remainder of this Agreement if it can be given effect without the invalid parts.

26. Duplicate Originals. The parties may execute this Contract in duplicate originals, each of equal dignity.

27. Exhibits. All exhibits to this Contract are incorporated and made part of this Agreement for all purposes.

ADVOCO, INC.

By: S. H. Brindle

Printed Name: STEPHEN H. BRINDLE

Title: PARTNER

Date: MAY 30TH 2018

CITY OF GEORGETOWN

By: [Signature]

Date: 6-6-18

APPROVED AS TO FORM:


Asst City Attorney

Date: 10-5-18

EXHIBIT A SCOPE OF SERVICES

Contract shall provide administrator and support services for the City's Infor EAM software application, specifically including the following services:

1. Training in various formats (online, onsite, group and individual)
2. System Administration function and configuration, including:
 - a. Screen and Grid design, user security modifications
 - b. Data entry, uploads and imports using Infor applications
 - c. FlexSQL configuration (pending scope of requirements/complexity)
 - d. Advanced Report and KPI creation, modification
3. End user functional support
 - a. User groups and security processes
 - b. Error and stoppage troubleshooting
 - c. Screen-sharing sessions to better understand the user's problems
4. Enhancement planning and implementation
 - a. Items that fall beyond the typical scope will be queued with other enhancements and planned alongside City of Georgetown team members for implementation, potentially requiring services by Contractor's Project Delivery team
5. Review City of Georgetown's on-going business requirements and provide recommendations and guidance for technical solutions to meet the City's business requirements.
6. Review operations goals and provide recommendations
7. Infor EAM version upgrade support

The services listed above include:

1. Advoco will provide City of Georgetown a single phone number to call for all support calls as well as a dedicated email address to send questions to the Advoco automated ticketing system.
2. All calls will be prioritized by severity and then the order in which they were received.
3. Normal business hours are from 7:30 am EST to 6:00 PM EST, Monday to Friday. However, as the need arises Advoco support staff can be on call to handle emergency situations.
4. All actions provided by the Advoco team will be documented in Advoco's internal EAM system by an incident #.
 - a. These incidents generate an email confirmation of receipt
5. Reports will be provided on a weekly basis of all tickets, statuses and actions, including enhancements.
6. Work will be performed remotely and on-line by the Post Implementation Team.

The Scope of Services as described do not include technical resources for specific development project work (e.g. Extensibility Framework, Integrations, Etc.), or services performed by Advoco's Project Delivery team. If requests for work do require work by Advoco's Project delivery team, a formal project engagement will need to be scoped and billed at the Advoco rates for project work, which is \$ 195/hour.

1. Project work outside the scope of the Post Implementation team includes:
 - System Integrations
 - Extensibility
 - Web Services
 - Other Project Work – any work that is defined as 2x the required effort of the monthly hours, or work requested by resources on the Project Delivery team.
 - Any project scope that requires Advoco's Project Delivery team (solution and technical consultants) as reflected in the company organization structure above.
2. Contractor's Post Implementation Team will work closely with the City of Georgetown to identify those needs as they arise, and communicate the scope of work that is required by our project delivery team.

**EXHIBIT B
PAYMENT SCHEDULE**

3. PI-15 Option (Post Implementation-15)

Up to 15 hrs. /month PI consulting available

\$ 2,805/month

Annual support services agreement \$ 33,660

Hourly rate – Overage \$ 187

4. Once the maximum hours are consumed in any given month, additional hours can be added with a PO at the hourly rate listed above.
5. Advoco will track the hours and provide updates to the client.
6. Quarterly calls will be scheduled to prioritize remaining hours if usage requires.
7. If applicable, all travel expenses, such as hotel, airfare and other transportation costs, will be billed at cost with no additional markup. Meals and incidental Expenses (M&IE) will be fixed to price to match the current GSA rate for the locations where the work is performed at the time of the expense.
8. (See section 5. Term.) – All Advoco Hourly rates will be increased by 4% per annum for each additional renewal year

EXHIBIT C INSURANCE REQUIREMENTS

Throughout the term of this Agreement the Contractor must comply with the following:

I. Standard Insurance Policies Required:

- A.** Commercial General Liability
- B.** Business Automobile Liability
- C.** Workers' Compensation

II. General Requirements Applicable to All Policies:

- A.** Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent
- B.** Certificates of Insurance and endorsements shall be furnished on the most current State of Texas Department of Insurance-approved forms to the City's Representative at the time of execution of this Agreement; shall be attached to this Agreement as Exhibit D; and shall be approved by the City before work begins
- C.** Contractor shall be responsible for all deductibles on any policies obtained in compliance with this Agreement. Deductibles shall be listed on the Certificate of Insurance and are acceptable on a per-occurrence basis only
- D.** The City will accept only Insurance Carriers licensed and authorized to do business in the State of Texas
- E.** The City will not accept "claims made" policies
- F.** Coverage shall not be suspended, canceled, non-renewed or reduced in limits of liability before thirty (30) days written notice has been given to the City

III. Commercial General Liability

- A.** General Liability insurance shall be written by a carrier rated "A:VIII" or better under the current A. M. Best Key Rating Guide.
- B.** Policies shall contain an endorsement naming the City as Additional Insured and further providing "primary and non-contributory" language with regard to self-insurance or any insurance the City may have or obtain
- C.** Limits of liability must be equal to or greater than \$1,000,000 per occurrence for bodily injury and property damage, with an annual aggregate limit of \$2,000,000. Limits shall be endorsed to be per project.
- D.** No coverage shall be excluded from the standard policy without notification of individual exclusions being submitted for the City's review and acceptance
- E.** The coverage shall include, but not be limited to the following: premises/operations with separate aggregate; independent contracts; products/completed operations; contractual liability (insuring the indemnity provided herein) Host Liquor Liability, and Personal & Advertising Liability.

IV. Business Automobile Liability

- A.** Business Automobile Liability insurance shall be written by a carrier rated "A:VIII" or better rating under the current A. M. Best Key Rating Guide.

- B. Policies shall contain an endorsement naming the City as Additional Insured and further providing "primary and non-contributory" language with regard to self-insurance or any insurance the City may have or obtain
- C. Combined Single Limit of Liability not less than \$1,000,000 per occurrence for bodily injury and property damage.
- D. The Business Auto Policy must show Symbol 1 in the Covered Autos Portion of the liability section in Item 2 of the declarations page
- E. The coverage shall include any autos, owned autos, leased or rented autos, non-owned autos, and hired autos.

V. Workers' Compensation Insurance

- A. Workers compensation insurance shall include the following terms:
 - 1. Employer's Liability minimum limits of liability not less than \$500,000 for each accident/each disease/each employee are required
 - 2. "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy
 - 3. TEXAS must appear in Item 3A of the Workers' Compensation coverage or Item 3C must contain the following: "All States except those listed in Item 3A and the States of NV, ND, OH, WA, WV, and WY"

EXHIBIT D
CERTIFICATES OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

Acct#: 1170941

DATE (MM/DD/YYYY)
05/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 5847 San Felipe, Suite 320 Houston, TX 77057	CONTACT NAME:		FAX (A/C. No.):
	PHONE (A/C. No. Ext): 888-828-8365		
INSURED Insperty, Inc. L/C/F ADVOCO INC. 19001 Crescent Springs Drive Kingwood, TX 77339	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : ACE American Insurance Co		22667
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS- <input type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N / A		C64643368	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: INFOR EAM ADMINISTRATOR & SUPPORT SERVICES

CERTIFICATE HOLDER**CANCELLATION**

CITY OF GEORGETOWN ATTN: CITY MANAGER PO BOX 409 GEORGETOWN, TX 78627	1170941
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 	

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CERTIFICATE OF LIABILITY INSURANCE

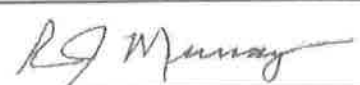
DATE(MMDDYYYY)
05/29/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MURRAY INSURANCE SERVICES 591 Sugar Road #2 Bolton, MA 01740	CONTACT NAME: Ron Murray PHONE (A/C, H/O, F): (408) 272-7981 FAX (A/C, H/O): (408) 272-9543 E-MAIL ADDRESS: ronaldjmurray@gmail.com
INSURED Advoco, Inc 1331 7th St Unit H Berkeley, CA 94710	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co NAIC# 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADOL INSD	INSUR WVD	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GROSS AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		PHSD1340136	4/20/18 4/20/19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea accident) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOPPAGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		PHSD1340136	4/20/18 4/20/19	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	Y		PHUB626142	4/20/18 4/20/19	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Liability			PHSD1277951	9/2/17 9/2/18	Coverage \$1,000,000
A	Professional Liability			PHSD1340136	4/20/18 4/20/19	Coverage \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Technology Consulting Coverage is Primary and Non-Contributory Certificate Holder is Named as Additional Insured.						

CERTIFICATE HOLDER City of Georgetown P.O. Box 409 Georgetown, TX 78627	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Infor EAM Cost Codes and Workday Integration Design – Change Order



Prepared for

Mr. Shawn Bichsel

City of Georgetown

**Journey to a Reliable Operation
Proposal for EAM Consulting Services**

Michelle Kelly
VP Post Implementation Delivery
Advoco, Inc

James Crow
VP Technical Services
Advoco, Inc

Matt Gabriel
Director of Post Implementation
Advoco, Inc

December 19th, 2019

Infor EAM Workday Integration

Infor EAM Integration with Workday Design

The original SOW focused on the design of the integration with Workday. As a part of this Change Order, Advoco will extend the scope of this project:

- Advoco will create an endpoint (User Defined Screen) for Biztalk (middleware) to place received parts.
 - o That UDS will then perform a non-PO receipt to receive stock into the correct bind
- Advoco will also create an interface for Administrators to identify and handle any issues with the aforementioned process

Integration with Workday Design	
Overview: Integration work for integrating Infor EAM with Workday	
Total Estimated Hours for the Revised Scope	120
Hours Remaining from Original PO	34
Additional Hours Required	86
Total Estimated Additional Cost (\$195/hr rate)	\$16,770 USD

Project Success Assumptions and Dependencies

- Project will be completed remotely, unless the City of Georgetown agrees to the optional travel estimate
- City of Georgetown will provide Advoco Secure, Remote, R5 Access to their EAM Environment
- Designation of a Project Manager or Lead from City of Georgetown
- City of Georgetown is licensed to use the EAM Web Services Toolkit, and has at least one EAM Connector license.
- Advoco will participate in weekly progress report meetings.

Commercial Details

This is a time and materials quote and as such City of Georgetown will only be billed for the time that Advoco staff spend working on the project. We firmly believe that the services as defined in this proposal will not exceed the estimated costing. If the total time is going to exceed the estimate, Advoco will provide written notification and gain approval before continuing.

Note that this cost excludes any travel time, travel related costs and expenses. All travel expenses, such as hotel, airfare and other transportation costs, will be billed at cost with no additional markup. Meals and Incidental Expenses (M&IE) will be fixed price per diem to match the current GSA rate for the location(s) where the work is performed at the time of the expense.

Terms and Conditions

Advoco will invoice City of Georgetown as work is completed with net 30 payment terms.

This Statement of Work is subject to the terms and conditions of a signed Master Services Agreement between City of Georgetown and Advoco, Inc., which are incorporated herein by reference. In the event of a conflict, the terms of this Statement of Work supersedes the terms of the Master Services Agreement.

Signatures

By signing below, the parties represent and warrant that he/she has the authority to accept and approve this project and any modifications.

City of Georgetown

Advoco, Inc.

Signature

Signature

Name

Name

Title

Title

Effective Date

Effective Date

City of Georgetown, Texas
Government and Finance Advisory Board
January 29, 2020

SUBJECT:

Consideration and possible approval to purchase replacement laptops and associated docks and port replicators for emergency service vehicles, as well as new ruggedized laptops and computer equipment for new Police and Code Enforcement Officers from Ingram Technologies LLC for an amount of \$92,503.30
- Chris Bryce, IT Director

ITEM SUMMARY:

Every year we replace roughly 20-25% of the Panasonic Toughbooks used by the EMS, Fire and Police Departments. These are fully rugged or semi-rugged laptop computers made to withstand the conditions experienced by our Public Safety personnel.

This year we are replacing 16 computers with associated warranty, 10 vehicle docking stations, at a cost of \$73,148. Additionally, we are purchasing new ruggedized laptops and docking stations for ONE new Code Enforcement Officer and THREE new Police Officers approved in the 2019/2020 budget, at a cost of \$19,355.30.

In the past six years we have decreased our expenses on ruggedized computers through several changes in our purchasing process. We have moved from a four year to a five year replacement cycle on the machines and we have transitioned about 40% of the fleet from fully rugged devices to more cost effective semi-rugged devices or standard laptops or tablets. Additionally, Panasonic has seen a major increase in competition in this market which has worked to drive pricing down.

Ingram Technologies LLC is an Austin based reseller for Panasonic Toughbooks. All pricing is in accordance with Texas Department of Information Resources contract numbers DIR-TSO-4025

FINANCIAL IMPACT:

All items were budgeted during the FY 2019/2020 budget process. Expenses in the amount of \$73,148.00 will be recorded in account 570-5-0641-52-330 (IT Operations – Computer Equipment) and in the amount of \$19,355.30 in GL# 100-5-0742-51-349 (Police Operations – New Employee Equipment)

SUBMITTED BY:

Chris Bryce, IT Director

ATTACHMENTS:

Description	Type
□ Quote	Backup Material

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
Texas DIR-TSO-4025 Georgetown, City Of ASM: Scott Morris D-00006BBDUQAG Revision 10				
CF-33LE-08VM MSRP \$5727.00 Public Sector Specific Win10 Pro Intel Core i5-7300U 2.60GHz vPro 12.0" QHD Gloved Multi Touch+Digitizer 16GB 512GB SSD Intel WiFi a/b/g/n/ac TPM 2.0 Bluetooth Dual Pass (Upper:WWAN/Lower:WWAN-GPS) 4G LTE Multi Carrier (EM7455) Infrared Webcam 8MP Cam Contactless SmartCard 2D Bar Laser (N6603) Toughbook Preferred 3 Year ProService Premier Deployment Service TabletPC ProPlus Warranty 512 SSD no return service and Custom BIOS	1	\$5727.00	3,700.00	3,700.00T
Thank you				
			Sales Tax (0.00)	
			Total	

Signature _____

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
CF-SVCPSY5 MSRP: \$645.00 4th and 5th years Public Safety Service Bundle Add on (Year 4 & 5 only). Must be purchased in conjunction with PS bundle base unit. Includes Premier, Protection Plus, Customer Portal, Disk Image Management, HDD No Return.	1		550.00	550.00T
CF-VEK331LMP PREMIUM KEYBOARD FOR CF-33	1		550.00	550.00T
GJ-33-TVD0-L MSRP:\$ 1176.00 Gamber-Johnson TabletUSB 2.0 (4), USB 3.0 (2), Serial, Ethernet (2), release lever, lock (keyed alike)	1		620.00	620.00T
Lind 120 Watt 12-32 Volt Input Car Adapter for ToughBooks for Hard Wired Installations	1		139.00	139.00T
Thank you				
			Sales Tax (0.00)	
			Total	

Signature _____

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
<p>FZ-55A0-01VM MSRP: \$3277.00 Public Sector Specific, Win10 Pro, Intel Core i5-8365U 1.6GHz, vPro, 14.0" HD, 512GB SSD, 8GB, Intel Wi-Fi, Bluetooth, TPM 2.0, 4G LTE Band 14 (EM7511), Dual Pass (Ch1:WWAN-GPS/Ch2:WWAN), Infrared Webcam, Emissive Backlit Keyboard,</p> <p>CF-SVCPDEP3Y – Toughbook and Toughpad Premier Deployment – Unit Un-Packaging And Assembly (Battery, Stylus/Tether, Case, And Holder). 48 Hour Burn-In, Windows Disk Image Management, Windows Image Validation, Windows Device Imaging, Custom Bios/Cmos Settings, Asset Tagging, Logo Badge Installation (If Purchased), Cellular Sim Insertion, Multi-Location Shipping With Custom Shipping Labels, Multiple Ship Dates, Packaging Inserts, Deployment Reporting, Customer Portal Access, Up To 5 Minutes Of Post Imaging Configuration, Multiple Images, Service Updates/Engineering Changes, Charge Battery, Up To 59 Days Storage Insured (One Month End) For Years 1,2,3, CF-SVCLTNF3YR – Protection Plus Warranty – Laptop (Years 1, 2, 3), CF-SVC512SSD3Y – 512GB SSD</p>	5		2,449.916	12,249.58T
Thank you		Sales Tax (0.00)		
		Total		

Signature _____

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
FZ-BAZ1908 MSRP: \$167.00 8GB MEMORY FOR FZ-55 MK1	5		164.994	824.97T
CF-SVCPSY5 MSRP: \$645.00 4th and 5th years Public Safety Service Bundle Add on (Year 4 & 5 only). Must be purchased in conjunction with PS bundle base unit. Includes Premier, Protection Plus, Customer Portal, Disk Image Management, HDD No Return.	5		549.98	2,749.90T
7170-0251-P Gamber-Johnson Vehicle docking station (dual pass) for the Panasonic Toughbook CF-54. Inculdes External LIND Power Supply. USB 3.0 (2), VGA, HDMI, RJ45, Serial, Keyed lock, Dual RF Antennas	1		950.01	950.01T
Thank you				
			Sales Tax (0.00)	
			Total	

Signature _____

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
CF-318B-02VM MSRP: \$5,428.00 Public Sector Specific - Premium Dual Pass, Win10 Pro, Intel Core i5- 7300U 2.60GHz, vPro, 13.1" XGA Touch, 16GB(8+8), 256GB SSD, Intel Wi-Fi, TPM 2.0, Bluetooth, Dual Pass (Ch1:WWAN/Ch2:selectable), No PC/Expresscard, 4G LTE-Advanced Multi Carrier (EM7455), dGPS, Emissive Backlit Keyboard, DVD, Flat, CF-SVCPDEP3Y - Toughbook / Toughpad Premier Deployment - Includes Imaging, Customer Portal Access, Multilocation Shipping and Disk Image Management at the Panasonic National Service Center (Years 1,2,3), CF-SVCLTNF3YR - Protection Plus Warranty - Laptop (Years 1, 2 & 3), CF-SVC256SSD3Y - 256GB SSD - Toughbook No return of defective drive (Years 1,2 & 3), CF-SVCADDPRM12B - Absolute Resilience - 12 Month Term - Panasonic PS Bundle Sled Customer Only.	14		3,549.97857	49,699.70T
CF-SVCPSY5 MSRP: \$645.00 4th and 5th years Public Safety Service Bundle Add on (Year 4 & 5 only). Must be purchased in conjunction with PS bundle base unit. Includes Premier, Protection Plus, Customer Portal, Disk Image Management, HDD No Return.	14		579.99929	8,119.99T
Thank you		Sales Tax (0.00)		
		Total		

Signature _____

Ingram Technologies LLC

c/o Scott Ingram
PO Box 203324
Austin, TX 78720

Quote

Date	Estimate #
11/8/2019	2589

Name / Address
City of Georgetown Austin Madison

Ship To
City of Georgetown Information Technology - 300 Industrial Ave Georgetown, TX 78626

Rep
SAI

Description	Qty	MSRP	Price	Total
7160-0318-06-P Gamber-Johnson Light-Weight MAG? Dock for Panasonic Toughbook CF-30 and CF-31 with Dual RF/Standard Lock with LIND Internal Power Supply (Ports: (5) USB, (2) Serial, (1) VGA, (2) Ethernet, (1) Speaker, (1) Headphone)	13		950.01154	12,350.15T
Standard Shipping Included			0.00	0.00
Thank you		Sales Tax (0.00)		\$0.00
		Total		\$92,503.30

Signature _____

City of Georgetown, Texas
Government and Finance Advisory Board
January 29, 2020

SUBJECT:

General discussion of funding and use of the Facilities Internal Services Fund (ISF) and upcoming capital maintenance expenditures. – Trish Long, Facilities Manager; Eric Johnson, Facilities Director

ITEM SUMMARY:

General discussion of funding and use of the Facilities Internal Services Fund (ISF), more specifically typical uses of the ISF, and discussion of services not provided through the ISF.

General discussion of upcoming necessary capital maintenance expenditures, including the Recreation Center Natatorium HVAC Replacement and the Renovation of Fire Station No.1 and Fire Station No. 3.

FINANCIAL IMPACT:

All of the discussed capital maintenance expenditures will be funded through Certificates of Obligation issued at a future date.

Facilities will return to GGAF after bids have been received on the HVAC to seek approval and further discuss funding.

SUBMITTED BY:

Trish Long, Facilities Manager; Eric Johnson, Facilities Director

ATTACHMENTS:

Description	Type
□ Presentation	Presentation

Facilities Internal Service Fund

GGAF

January 29, 2020

Purpose

- Brief history of the Facilities Internal Services Fund (ISF)
- Discuss upcoming capital replacement expenditures

Background

- Three departments use ISFs
 - Information Technology
 - Fleet Services
 - Facility Services

Facility Services ISF

Services typically included

- Janitorial
- Pest Extermination
- Fire Inspections
- Landscape
- Elevators
- Gates
- HVAC Maintenance
- Ice Machines
- Irrigation
- Overhead Doors
- Security Systems
- Emergency Generators
- Preventative Maintenance

Facility Services ISF

Services NOT included

- Unplanned HVAC replacement (over \$40K)
- Emergency Generator replacement
- Building remodel/renovation
- Overhead Door replacement
- Furniture for new FTEs

Upcoming Capital Expenditures

- **Recreation Center Natatorium HVAC Replacement**
 - ≈ \$700,00 - 800,000 for construction
- **Fire Station No. 1 Renovation**
 - ≈ \$2,700,000 - \$3,000,000 for construction
- **Fire Station No. 3 Renovation**
 - ≈ \$2,200,000 - \$2,500,000 for construction

Next Steps

- Contract design for Rec Center Natatorium HVAC
- Bid Natatorium HVAC replacement project
- Return to GGAF/Council with bids
- Fire Station No. 1 and No. 3 through Capital Improvement Project planning in the annual budget process