

# GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

9/11/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 PM

## AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**  
Minutes of Meeting Dated: August 14, 2017
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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**07 Purchasing**  
RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - Purchasing / General Government / Finance / Board

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**08 MSU Extension**  
RESOLUTION TO AMEND THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION – MSU Extension / General Government / Finance / Board

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**09 Information Technology**  
RESOLUTION TO AMEND RESOLUTION NUMBER 2016-12-201 AUTHORIZING RENEWAL OF A ONE YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC. - Information Technology / General Government / Finance / Board

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10. **CALL TO THE PUBLIC**
  11. **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

August 14, 2017 - 7:30 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS  
304 E. Grand River Avenue, Howell, MI 48843

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS     COMM. DOLAN     COMM. GREEN     COMM. BEZOTTE

1. **CALL to ORDER:** Meeting called to order by **COMM. DENNIS DOLAN AT 7:30 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED: JULY 10, 2017**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.  
MOVED BY: CHILDS / SECONDED BY: BEZOTTE  
ALL IN FAVOR – MOTION PASSED

3. **APPROVAL of AGENDA:**

MOTION TO APPROVE THE AGENDA, AS MODIFIED:  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:**

**A. PHAB NATIONAL ACCREDITATION UPDATE – CHELSEA MOXLW**

- As of Tuesday, all documents have been submitted and are currently being reviewed; preparing staff and community members for the site visit, that date is unknown.
- **PRESCRIPTION FOR HEALTH PROGRAM** – Emily Hamilton, Health Promotion Specialist, assisted a Spanish-Speaking individual that came in seeking assistance and translation services were used for the first time throughout the entire enrollment session. This person shared they do not usually seek services, do not understand English and cannot read. This resident is now able to utilize the LETS bus and was able to use the Farmer's Market for the first time, with translation services.

5. **CALL TO THE PUBLIC:**

➤ **None.**

**6. RESOLUTIONS for CONSIDERATION:**

- 7. LETS: Resolution Authorizing MDOT Contract for Fiscal Year 2017 Preventative Maintenance, Bus Purchases, and Garage Equipment – LETS / General Government / Finance / Board**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: BEZOTTE  
ALL IN FAVOR - MOTION PASSED**

- 8. INFORMATION TECHNOLOGY: Resolution Authorizing a Renewal of the Intergovernmental Agreements with Oakland County to Provide Website Hosting, on-line and Over-the-Counter Credit Card Payments - Information Technology / General Government / Finance / Board**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

- 9. INFORMATION TECHNOLOGY: Resolution Authorizing Issuance of a Purchase Order to Darktrace for the Purchase of an Advanced Threat Protection Appliance and Four Years of Support – Information Technology / General Government / Finance / Board**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

- 10. AIRPORT: Resolution to Concur with the Aeronautical Facilities Board to Enter Into a Partial Final Release of Property Damage Claims Agreement for the Aircraft Accident N525PZ - Airport**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

- 11. AIRPORT: Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into an Agreement with C&S Companies for an Update of the Airport Layout Plan (ALP) to Comply with FAA Requirements - Airport**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

12. **PUBLIC HEALTH:** Resolution Authorizing an Agreement with Washtenaw County Public Health to Continue the Building Healthy Communities Grant Activities in Livingston County

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: CHILDS / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

13. **PUBLIC HEALTH:** Resolution Authorizing an Agreement with Washtenaw County Public Health to Expand the Getting to the Heart of the Matter Grant Activities into Livingston County

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: CHILDS / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

14. **CALL TO THE PUBLIC:** None.

15. **ADJOURNMENT:**

**MOTION TO ADJOURN AT 7:49 PM.**  
**MOVED BY: CHILDS / SECONDED BY: BEZOTTE**  
**ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted

**NATALIE HUNT**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / GENERAL GOVERNMENT / FINANCE / BOARD OF COMMISSIONERS**

**WHEREAS,** various county departments have a need for digital imaging and microfilming services; and

**WHEREAS,** through a competitive bid process, DSS Corporation of Southfield, Michigan, has been determined to be a responsive, responsible vendor in their performance of digital imaging and microfilming services; and

**WHEREAS,** expenditures for this service have been planned and budgeted for within the 2017 budgets for the departments that utilize this service; and

**WHEREAS,** the annual requirements for digital imaging and microfilming services in future years will be subject to the availability of appropriated funds.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves entering into a contract for digital imaging and microfilming services for a three (3) year period with an option, at the County’s discretion, to renew for an additional two (2) year period with DSS Corporation, 18311 West 10 Mile Road, Southfield, Michigan, subject to the availability of appropriated funds.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED  
SECONDED:  
CARRIED:

**Digital Imaging Microfilm Services  
Bid Tabulation**

Description of Service	Automatic Imaging Co, Inc.	DSS Corporation	Information and Records Associates, Inc.	MITEC Solutions, Inc.
200 DPI Paper Scanning – Greyscale image – Paper Documents	\$ 0.0700	\$ 0.0450	\$ 0.0500	\$ 0.0460
200 DPI Paper Scanning – Greyscale image – Paper Documents	\$ 0.0700	\$ 0.0450	\$ 0.0550	\$ 0.0460
200 DPI Paper Scanning – Greyscale image – Engineering Drawings	\$ 1.6500	\$ 0.7500	\$ 0.6900	\$ 0.0460
200 DPI Scanning – Flatbed/Engineering – B&W Gray scale or Color Image	\$ 0.2500	\$ 0.0450	\$ 0.1100	\$ 0.0550
200 DPI Microfilm Scanning – Greyscale Image – 16 mm Roll	\$ 0.0450	\$ 0.0300	\$ 0.0450	\$ 0.0420
200 DPI Microfilm Scanning – Greyscale Image – 35 mm Roll	\$ 0.1200	\$ 0.0600	\$ 0.0450	\$ 0.0600
300 DPI Paper Scanning TIFF Group IV	\$ 0.0700	\$ 0.0450	\$ 0.0550	\$ 0.0550
Delivery Media – CD	\$ 12.00	\$ 20.00	\$ 20.00	\$ 2.00
Delivery Media – DVD	\$ 15.00	\$ 25.00	\$ 30.00	\$ 3.00
Microfilm from Digital Image (TIFF) - Silver 16 mm Roll	\$ 0.0500	\$ 0.0200	\$ 0.0250	\$ 0.0420
Microfilm Digital Image (TIFF) Silver 35mm Roll	\$ 0.450	\$ 0.210	\$ 0.450	\$ 0.042
Loading Cartridges – Jackets – M-Cartridge Loaded and Labeled	\$ 7.50	\$ 2.25	\$ 4.60	\$ 3.50
Loading Cartridges – 16 mm 5 Channel – Jacket	\$ 6.00	\$ 2.25	\$ 3.00	\$ 2.50
Miscellaneous Services – Document Preparation	\$ 15.00	\$ 14.00	\$ 15.00	\$ 19.50
Miscellaneous Services – Corrugated box – 16”x12”x10.5”	\$ -	\$ 1.500	\$ 3.000	\$ 2.880

**Digital Imaging Microfilm Services  
Bid Tabulation**

Description of Service	Automatic Imaging Co, Inc.	DSS Corporation	Information and Records Associates, Inc.	MITEC Solutions, Inc.
Miscellaneous Services – Data Entry for Indexing (Heads Down)	\$ 0.030	\$ 0.005	\$ 0.005	\$ 0.005
Miscellaneous Services – Data Entry for Indexing	\$ 17.00	\$ 14.00	\$ 15.00	\$ 19.50
Miscellaneous Services – Commercial Shipping (UPS, FEDEX, et. al.)	Current Rate	Pass Through	Fed Ex List Price	TBD
Duplication – Diazo - 100 FT 16MM Roll Film	\$ 12.00	\$ 9.50	\$ 11.80	\$ 12.30
Duplication – Diazo - 215 FT 16MM Roll Film	\$ 18.00	\$ 17.25	\$ 12.60	\$ 20.70
Duplication – Diazo - 100 FT 35MM Roll Film	\$ 20.00	\$ 17.25	\$ 17.70	\$ 20.70
Duplication – Silver - 100 FT 16MM Roll Film	\$ 12.00	\$ 21.95	\$ 40.00	\$ 26.52
Duplication – Silver - 215 FT 16MM Roll Film	\$ 18.00	\$ 41.50	\$ 55.00	\$ 49.20
Duplication – Silver - 100 FT 35MM Roll Film	\$ 20.00	\$ 36.25	\$ 42.00	\$ 42.60
Film Processing –Silver -100 FT 16MM	\$ 9.00	\$ 6.75	\$ 6.00	\$ 8.34
Film Processing – Silver – 215 FT 16MM	\$ 15.00	\$ 11.00	\$ 6.00	\$ 13.20
Document Destruction - per pound	\$ 0.15	Included	\$ 0.09	\$ 0.09



# LIVINGSTON COUNTY PURCHASING

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 204 - Howell MI 48843

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To: Livingston County Board of Commissioners

From: Roberta Bennett, Purchasing Agent

Date: August 29, 2017

Re: Contract with DSS Corporation for Digital Imaging and Microfilm Services

Purchasing released a Request for Proposal (RFP), for Digital Imaging and Microfilm Services for various county departments. The RFP outlined the services necessary to meet the minimum requirements for digital imaging and microfilm services in order to meet the long-term retention schedule set by the State. The RFP was posted on both the County and the MITN websites and an ad was placed in the local paper. Five (5) proposals were received in which one was deemed non-responsive. A Review Committee was formed that consisted of staff from the Circuit Court Clerk's Office, Information Technology and the Building Inspection Departments.

The Review Committee recommends an award to DSS Corporation of Southfield which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. DSS Corporation is the current provider of these services and has been providing high quality, on-time services with an emphasis on customer satisfaction and service. The tabulation sheet for this bid is attached.

Therefore, we are asking that the attached resolution be approved authorizing a contract with DSS Corporation for a three (3) year period with an option for the County, at its discretion, to renew for one additional two (2) year period. The total contract period will not exceed five (5) years. Each department has planned and budgeted for these services within their 2017 budgets.

If you have any questions or concerns, please let me know. All proposals submitted in response to the RFP are available in the Purchasing Office for review.

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RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION – MSU EXTENSION / GENERAL GOVERNMENT / FINANCE / BOARD**

**WHEREAS,** MSU Extension and Livingston County have a long history of working cooperatively to deliver Extension services and MSU Extension is committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

**WHEREAS,** The 2017 base MOA agreed upon as a part of the 2017 MSU Extension budget, provides MSU Extension with base funding of \$92,277 and the continuation of the Consumer Horticulture program at 0.75 FTE at an additional investment of \$73,699 above the base assessment; and

**WHEREAS,** the Consumer Horticulture position has remained vacant for 9 months following the retirement of the previous educator at the end of 2016 and a September 25<sup>th</sup> start date for the new educator; and

**WHEREAS,** MSU Extension acknowledges that this position vacancy is longer than would be normally expected to refill a position; and

**WHEREAS,** MSU Extension is requesting an amendment to the 2017 MOA to eliminate Livingston County’s 4<sup>th</sup> quarter payment of \$46,486 as a credit for the Consumer Horticulture position vacancy.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approve the amendment to the MOA with MSU Extension eliminating Livingston County’s 2017 4<sup>th</sup> quarter payment obligation in the amount of \$41,486 to adjust the annual assessment for the Consumer Horticulture position vacancy.

**BE IT FURTHER RESOLVED** that the Chairwomen of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND RESOLUTION NUMBER 2016-12-201 AUTHORIZING RENEWAL OF A ONE YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC. - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD**

**WHEREAS,** Livingston County is continuing to upgrade its cyber security infrastructure in order to secure the County’s data and reduce security breaches; and

**WHEREAS,** the Information Technology Department has demonstrated a need for assistance and advisement in developing security policies and procedures, RFPs, ROIs, and implementation of the strategic plan and high priority projects; and

**WHEREAS,** the Information Technology Department has identified Gartner, Inc. as the leading research and advisory company in the world; and

**WHEREAS,** the contract pricing in the amount of \$61,400 authorized in resolution 2016-12-201 was based on State of Michigan negotiated rates; and

**WHEREAS,** the State of Michigan did not renew their Master Contract Agreement in time for Livingston County’s renewal resulting in using the State of Kansas Master Contract Agreement at an additional cost of \$2,100; and

**WHEREAS,** the cost of the one-year agreement will be \$63,500 which is available in the 2017 Information Technology budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the revision to resolution 2016-12-201 entering into a one year Enterprise IT Leaders Service agreement between Livingston County Information Technology and Gartner, Inc., for a cost of \$63,500.

**BE IT FURTHER RESOLVED** as pricing is direct from the State of Kansas Department of Administration’s Master Contract Agreement that the competitive bidding process per the purchasing policy be waived.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

## Gartner, Inc. Service Agreement for Livingston County (“Client”)

This Service Agreement (“SA”) is between Gartner, Inc. of 56 Top Gallant Road, Stamford, CT 06904 (“Gartner”) and Client Livingston County of 304 E. Grand River Ave, Suite 101, Howell, MI 48843 (“Client”), and includes the terms and conditions of the State of Kansas Master Contract Agreement SW 895 between the State of Kansas Department of Administration and Gartner amended August 23, 2016 the terms of which are incorporated by reference, and all applicable Service Descriptions. This SA constitutes the complete agreement between Gartner and Client. Client agrees to subscribe to the following Services for the term and fees set forth below.

### I. DEFINITIONS AND ORDER SCHEDULE:

**Services** are the subscription-based research and related services purchased by Client in the Order Schedule below and described in the Service Descriptions. Service Names and Levels of Access are defined in the Service Descriptions. Gartner may periodically update the names and the deliverables for each Service. If Client adds Services or upgrades the level of service or access, an additional Service Agreement will be required.

**Service Descriptions** describe each Service purchased, specify the deliverables for each Service, and set forth any additional terms unique to a specific Service. Service Descriptions for the Services purchased in this SA may be viewed and downloaded through the hyperlinks listed in Section 2 below or may be attached to this SA in hard copy, and are incorporated by reference into this SA.

<u>Service Name</u>	<u>Level of Access</u>	<u>Quantity</u>	<u>Name of User to be Licensed</u>	<u>Contract Term Start Date</u>	<u>Contract Term End Date</u>	<u>Annual Fee \$</u>	<u>Total Fee \$</u>
Gartner for Enterprise IT Leaders Security & Risk Mgmt	<u>Individual Access</u>	1	<u>Rich Malewicz</u>	<u>05/01/2017</u>	<u>04/30/2018</u>	<u>\$63,500</u>	<u>\$63,500</u>
				<b>Total Services:</b>	<b>(Excluding applicable sales tax)</b>		<u>\$63,500</u>

### 2. SERVICE DESCRIPTIONS:

<u>Service Name/ Level of Access</u>	<u>Service Description URL</u>
Gartner for Enterprise IT Leaders	<a href="http://www.gartner.com/it/sd/sd_citl_indiv.pdf">http://www.gartner.com/it/sd/sd_citl_indiv.pdf</a>

### 3. PAYMENT TERMS

Gartner will invoice Client in advance for all Services. Payment is due 30 days from the invoice date. Client shall pay any sales, use, value-added, or other tax or charge imposed or assessed by any governmental entity upon the sale, use or receipt of Services, with the exception of any taxes imposed on the net income of Gartner.

Please attach any required Purchase Order (“PO”) to this SA and enter the PO number below. If an annual PO is required for multi-year contracts, Client will issue the new PO at least 30 days prior to the beginning of each subsequent contract year. Any pre-printed or additional contract terms included on the PO shall be inapplicable and of no force or effect. All PO’s are to be sent to [purchasorders@gartner.com](mailto:purchasorders@gartner.com). This SA may be signed in counterparts.

**4. CLIENT BILLING INFORMATION**

\_\_\_\_\_  
*Purchase Order Number*

\_\_\_\_\_  
*Billing Address*

\_\_\_\_\_  
*Invoice Recipient Name*

\_\_\_\_\_  
*Invoice Recipient Email*

\_\_\_\_\_  
*Invoice Recipient Tel. No.*

**5. AUTHORIZATION**

**Client:**

**Gartner, Inc.**

\_\_\_\_\_  
*Signature/Date*

\_\_\_\_\_  
*Signature/Date*

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_  
*Print Name and Title*

**IF USING A DIGITAL SIGNATURE, PLEASE  
CONFIRM THE FOLLOWING AS A  
CONDITION OF CONTRACT EXECUTION:**

By ticking this box, I agree that by affixing my digital signature hereunder I am attesting that: (i) this is my own personal legal signature; and (ii) I am a duly authorized signatory for my company. My signature verifies that the information provided to Gartner hereunder is subscribed by me, under penalty of false statement and material breach of contract.