

FINANCE COMMITTEE

9/13/2017

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

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: August 30, 2017
 4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
 5. **APPROVAL OF AGENDA**
 6. **CALL TO THE PUBLIC**
 7. **REPORTS**
Level 2 Budget Presentation - Courts
 8. **RESOLUTIONS FOR CONSIDERATION:**
-
- 09 **Circuit Court**
RESOLUTION TO AUTHORIZE A CONTRACT WITH JUSTICE AV SOLUTIONS FOR THE PURCHASE OF DIGITAL AUDIO VIDEO COURT RECORDING SYSTEM FOR LIVINGSTON COUNTY COURTS & A SUPPLEMENTAL APPROPRIATION – Courts / Finance / Board
-
- 10 **Purchasing**
RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - Purchasing / General Government / Finance / Board
-
- 11 **MSU Extension**
RESOLUTION TO AMEND THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION – MSU Extension / General Government / Finance / Board
-
- 12 **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
-
13. **CLAIMS**
 14. **PREAUTHORIZED**
 15. **CALL TO THE PUBLIC**
 16. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 30, 2017 – 7:30 A.M.

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

FINANCE COMMITTEE

COMM. KATE LAWRENCE

COMM. BILL GREEN - FINANCE CHAIR

COMM. DAVE DOMAS

COMM. DOUG HELZERMAN

COMM. DON PARKER

COMM. BOB BEZOTTE

COMM. CAROL GRIFFITH

COMM. DENNIS DOLAN

COMM. GARY CHILDS

1. **CALL TO ORDER:** Meeting called to order by **COMM. BILL GREEN** at 7:31 AM.

2. **ROLL CALL:**

- **Present:** Kate Lawrence, William Green, Dave Domas, Douglas Helzerman, Carol Griffith, Dennis Dolan, Gary Childs, Bob Bezotte
- **Absent:** Don Parker.

3. **APPROVAL OF MINUTES:**

- **MINUTES OF MEETING DATED: JULY 26, 2017**

MOTION TO APPROVE THE MINUTES AS PRESENTED.
MOVED BY: CHILDS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS:** None.

5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

6. **CALL TO THE PUBLIC:**

- Christian Jonckheere, Howell Township, is attending this meeting as he works to earn his Citizenship merit badge.

7. **RESOLUTIONS FOR CONSIDERATION:**

8. **CIRCUIT COURT:** Resolution Approving Creation of One Additional Circuit Court Judgeship and the Elimination of One District Court Judgeship in 2019

RECOMMEND MOTION TO THE: **BOARD**
MOVED BY: LAWRENCE / SECONDED BY: CHILDS
DISCUSSION
ALL IN FAVOR – MOTION PASSED

9. **EMERGENCY MANAGEMENT:** Resolution Authorizing Out-of-State Travel for Emergency Management Staff to Attend Incident Command System 300 and 400 Train the Trainer Course at the Emergency Management Institute (EMI) Located in Emmitsburg, Maryland – Emergency Management / Public Safety / Finance / Board

RECOMMEND MOTION TO THE: **BOARD**
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
DISCUSSION
NOTED A TYPO IN THE LAST LINE OF THE RESOLUTION THE CORRECT DATES FOR TRAVEL ARE OCTOBER 22, 2017 – OCTOBER 28, 2017
ALL IN FAVOR - MOTION PASSED

10. **CENTRAL DISPATCH:** Resolution Request for Support of Michigan Senate Bill 400 and Michigan House Bill 4651 Amending the Emergency Telephone Services Enabling Act – 911 Central Dispatch / Public Safety / Finance / Board

RECOMMEND MOTION TO THE: **BOARD**
MOVED BY: DOMAS / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

11. **JAIL:** Resolution Authorizing a Teaching Position in the Jail and a Supplemental Appropriation to the Commissary Fund – Sheriff-Jail / Public Safety / Finance / Board

RECOMMEND MOTION TO THE: **BOARD**
MOVED BY: DOMAS / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED

12. **SHERIFF:** Resolution Authorizing the Sheriff's Office to Enter into Contract with the State of Michigan, Office of Highway Safety Planning for Traffic Enforcement Grant – Sheriff / Public Safety / Finance / Board

RECOMMEND MOTION TO THE: **BOARD**
MOVED BY: CHILDS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

13. **SHERIFF:** **Resolution Authorizing the Sheriff Department and the County of Livingston to Apply for and Enter into Contract with the State of Michigan, Office of Highway Safety Planning for Fiscal Year 2018 Secondary Road Patrol and Traffic Accident Prevention Program Grant – Sheriff / Public Safety / Finance / Board**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED

14. **HUMAN RESOURCES:** **Resolution to Make Amendments to the Personnel Manual for Non-Union Employees**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: HELZERMAN / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

15. **HUMAN RESOURCES:** **Resolution to Certify Officer and Employee Delegates to the Municipal Employees’ Retirement System 2017 Annual Conference**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

16. **HUMAN RESOURCES:** **Resolution Authorizing the Chair to Sign a Letter of Agreement for the Reclassification of Jacob Champagne to Full-Time Dispatcher**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

17. **REPORTS:**

A. Annual Report – Animal Control:

- Andy Seltz, Animal Control/Shelter Director, presented the Department’s 2016 Annual Report.

B. Annual Report – Information Technology:

- Rich Malewicz, Chief Information Officer, presented the Department’s 2016 Annual Report.

18. CLAIMS:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS
CLAIMS DATED: August 30, 2017.**

MOVED BY: LAWRENCE / SECONDED BY: CHILDS

ALL IN FAVOR - MOTION PASSED

19. PREAUTHORIZED:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER
PRINTOUT DATED: 8-17-17 THRU 8-30-17**

MOVED BY: LAWRENCE / SECONDED BY: CHILDS

ALL IN FAVOR - MOTION PASSED

20. CALL TO THE PUBLIC:

➤ None.

21. ADJOURNMENT:

MOTION TO ADJOURN AT 8:55 AM

MOVED BY: HELZERMAN / SECONDED BY: CHILDS

ALL IN FAVOR - MOTION PASSED

**NATALIE HUNT
RECORDING SECRETARY**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A CONTRACT WITH JUSTICE AV SOLUTIONS FOR THE PURCHASE OF DIGITAL AUDIO VIDEO COURT RECORDING SYSTEM FOR LIVINGSTON COUNTY COURTS & A SUPPLEMENTAL APPROPRIATION – Courts / Finance / Board

WHEREAS, Livingston County Courts have been using digital court recording in excess of 15 years in which the last refresh of the system was in 2010; and

WHEREAS, since the typical lifespan of audio visual equipment is 5-7 years, there is a need to refresh the court recording solution as the equipment is starting to fail; and

WHEREAS, Purchasing along with IT and key stakeholders developed and released an Request for Proposal (RFP) to obtain pricing to upgrade our current equipment and software in which four proposals were received and evaluated; and

WHEREAS, the Review Committee recommends award to Justice AV Solutions in the amount of \$307,456.28, for the purchase and installation of the digital audio video recording system in which they have met the qualifications and criteria deemed necessary and would be the best value for Livingston County; and

WHEREAS, a supplemental appropriation for this purchase is required to the Courts Central Services 2017 budget; and

WHEREAS, thereafter, the total maintenance cost for years 2-5 will be \$32,400 annually.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the the purchase and installation of the digital audio video recording system for the Livingston Courts in an amount not to exceed \$307,456.28 from Justice AV Solutions of Louisville, Kentucky. Thereafter, the total annual maintenance cost for years 2-5 will be \$32,400 annually.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a supplemental appropriation to increase the 2017 General Fund budget by \$ 307,457 from fund balance to cover this project as follows:

ORG	APPROVED BUDGET	PROPOSED BUDGET AMENDMENT	AMENDED BUDGET
101	\$45,334,361	\$307,457	\$45,741,818
101 16800	\$2,026,838	\$307,457	\$2,334,295

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:

RFP-LC-17-11 - Bid Tabulation

Pricing Proposal Summary:

Business Information Systems, Inc. (BIS)

CourtSmart Digital Systems, Inc.

Project Installation Location	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost	
Circuit Court	17	33	\$ 84,698.69	\$ 36,964.00	\$ 163,834.69	17	33	\$ 17,050.00	\$ 2,000.00	\$ 19,050.00	
District Court	19	30	\$ 70,820.56	\$ 31,650.00	\$ 136,365.56	19	30	\$ 18,350.00	\$ 2,000.00	\$ 20,350.00	
Friend of the Court	6	12	\$ 32,028.42	\$ 16,200.00	\$ 65,007.42	6	12	\$ 6,300.00	\$ 1,500.00	\$ 7,800.00	
Probate Courtroom #3	6	11	included in Circuit Ct.	included in Circuit Ct.		6	11				
Training			Included	Included							
Project Management			Included	Included							
Integration with JIS Case Management Cost			Free from JIS	Free from JIS							
Other Fees	*NOTE: Circuit Ct includes Probate & Juv HR								\$ 5,500.00		\$ 5,500.00
PROJECT INSTALLATION TOTAL COST	Includes Annual Onsite Support				\$ 365,207.67			\$ 47,200.00	\$ 5,500.00	\$ 52,700.00	
Software Related Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	
Circuit Court - Software Licensing	\$ 20,475.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	
District Court - Software Licensing	\$ 16,030.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	
Friend of the Court - Software Licensing	\$ 8,085.00	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -	
Probate Courtroom #3 - Software Licensing											
Circuit Court - Software Maintenance	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	
District Court - Software Maintenance	\$ -	\$ 1,400.00	\$ 1,400.00	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	
Friend of the Court - Software Maintenance	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Probate Courtroom #3 - Software Maintenance											
Other											
SOFTWARE RELATED EXPENSES BY YEAR	\$ 44,590.00	\$ 4,200.00	\$ 4,200.00	\$ 4,800.00	\$ 4,800.00	\$ 77,000.00	\$ 9,100.00	\$ 9,100.00	\$ 9,100.00	\$ 9,100.00	
TOTAL SOFTWARE RELATED EXPENSES										\$ 113,400.00	
TOTAL PROJECT & SOFTWARE PROPOSAL					\$ 427,797.67					\$ 166,100.00	

Pricing Proposal Summary:

Justice AV Solutions

MaestroVision

Project Installation Location	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost	# of Cameras	# of Mics	Hardware Cost	Installation	Location Total Cost
Circuit Court	17	33	\$ 98,465.64	\$ 16,675.00	\$ 110,215.81	17	33	\$ 83,750.00	\$ 7,500.00	\$ 91,250.00
District Court	19	30	\$ 90,512.12	\$ 16,960.00	\$ 107,472.12	19	30	\$ 64,750.00	\$ 6,000.00	\$ 70,750.00
Friend of the Court	6	12	\$ 45,875.90	\$ 8,270.00	\$ 54,145.90	6	12	\$ 40,200.00	\$ 4,500.00	\$ 44,700.00
Probate Courtroom #3	6	11	\$ 24,662.45	\$ 4,600.00	\$ 29,262.45	6	11			
Training			\$ -							included
Project Management			\$ -							included
Integration with JIS Case Management Cost				\$ 6,360.00	\$ 6,360.00					included
Other Fees			\$ -							\$ 40,000.00
TOTAL COST	48	86	\$ 259,516.11	\$ 49,265.00	\$ 307,456.28	48	86	\$ 188,700.00	\$ 18,000.00	\$ 246,700.00
Software Related Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5
Circuit Court - Software Licensing	\$ -	\$ 11,600.00	\$ 12,850.00	\$ 13,900.00	\$ 13,900.00	\$ -	\$ -	\$ -	\$ -	\$ -
District Court - Software Licensing	\$ -	\$ 11,600.00	\$ 12,850.00	\$ 13,900.00	\$ 13,900.00	\$ -	\$ -	\$ -	\$ -	\$ -
Friend of the Court - Software Licensing	\$ -	\$ 6,000.00	\$ 6,600.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
Probate Courtroom #3 - Software Licensing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Circuit Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
District Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Friend of the Court - Software Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Probate Courtroom #3 - Software Maintenance	\$ -	\$ 3,200.00	\$ 3,550.00	\$ 3,800.00	\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
Other						\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	\$ -	\$ 32,400.00	\$ 32,400.00	\$ 32,400.00	\$ 32,400.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
TOTAL SOFTWARE RELATED EXPENSES										\$ 60,000.00
TOTAL PROJECT & SOFTWARE PROPOSAL					\$ 437,056.28					\$ 306,700.00

Chief Judge
David J. Reader

Circuit Court Judge
Michael P. Hatty

Probate Court Judge
Miriam A. Cavanaugh



Livingston County Trial Courts
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judges
Theresa M. Brennan
L. Suzanne Geddis
Carol Sue Reader

To: Livingston County Board of Commissioners

From: John Evans, Circuit/Probate Court Administrator

Date: September 6, 2017

Re: Resolution to Authorize a Contract with Justice AV Solutions for the Purchase of Digital Audio Video Court Recording System for Livingston County Courts & a Supplemental Appropriation

Livingston County courts have been using digital court recordings in excess of 15 years. Our initial system was provided by Jefferson Audio Visual (JAVs), currently known as Justice AV Solutions and was limited to audio recordings. In 2010, the courts embarked on a project to refresh the equipment and software, as the existing hardware had reached its end of useful life. At that point in time the solution was expanded to record video as well as audio.

Since the typical lifespan of audio visual equipment is 5-7 years, there is a need to refresh the court recording solution as the equipment is starting to fail. To that end, Purchasing along with IT and key stakeholders developed and released an Request for Proposal (RFP) to obtain pricing to upgrade our current equipment and software. The RFP was posted on both the County and MITN websites and an ad was placed in the local paper. Four (4) proposals were received. A Review Committee was formed that consisted of staff from the Circuit Court Administrative Office, the Circuit Court Clerk's Office, Friend of the Court, and the Information Technology Department.

The Review Committee recommends an award to Justice AV Solutions which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. JAVS is the current provider of these services and has been providing exceptional customer service and response times that results in minimal down time to the system. The tabulation sheet for this bid is attached.

Therefore, we are asking that the attached resolution be approved authorizing a contract with Justice AV Solutions for the purchase of a Digital Audio Video Court Recording System for all the courts in the amount of \$307,456.28. A supplemental appropriation is required to the Courts Central Service 2017 budget for this expenditure. The cost of the hardware/software

maintenance for years 2-5 will be \$32,400 annually and will be budgeted and paid for by the Information Technology Department and charged back to the Courts via the IT internal service charge.

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.

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

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.

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 25th 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 4th 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 4th 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>
				Total Services:	(Excluding applicable sales tax)		<u>\$63,500</u>

2. SERVICE DESCRIPTIONS:

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

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. 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.