

RESOLUTION NO. 17 - 2421

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING AN ADDENDUM TO THE AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE AND CALVIN, GIORDANO & ASSOCIATES, INC. (“CGA”) TO RENDER ADDITIONAL SERVICES AS SET FORTH IN CGA WORK AUTHORIZATION NO. 100 TO PERFORM INFORMATION TECHNOLOGY, WEBSITE HOSTING AND MULTIMEDIA SERVICES; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE AMOUNT OF \$125,000 FROM THE GENERAL FUND, PROFESSIONAL SERVICES ACCOUNT NO. 001-2100-516-3110; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

WHEREAS, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter “Agreement”); and

WHEREAS, the Town finds it necessary to request CGA to render Additional Services as provided in the Agreement to perform Information Technology, Website Hosting and Multimedia Services as set forth in CGA Work Authorization No. 100 (Exhibit “A”); and

WHEREAS, it is in the best interest of the Town to approve an Addendum to Agreement dated October 6, 2014 (Attachment “A”) and Work Authorization No. 100 (Exhibit “A”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval and Authorization. The Town Commission hereby approves the Addendum to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Attachment “A”

and Exhibit "A") and authorizes the expenditure of funds from the fiscal year 2016-2017 in the amount of \$125,000 from the General Fund, Professional Services Account No. 001-2100-516-3110.

Section 3. Implementation. The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 16th day of February 2017.

Motion by Commissioner Karukin,

Second by Commissioner Paul.

FINAL VOTE ON ADOPTION

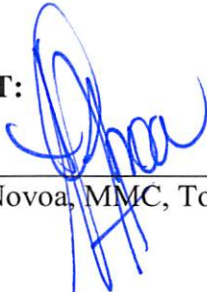
Commissioner Daniel Gielchinsky
Commissioner Michael Karukin
Commissioner Tina Paul
Vice Mayor Barry Cohen
Mayor Daniel Dietch

yes
yes
yes
yes
yes



Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney

ADDENDUM

**TO AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE
AND CALVIN, GIORDANO & ASSOCIATES, INC.**

This Addendum to the Agreement dated October 6, 2014 between the Town of Surfside ("TOWN") and Calvin, Giordano & Associates, Inc. ("CGA") is entered into this _____ day of _____ 2017, by and between the TOWN and CGA.

RECITALS:

WHEREAS, the TOWN, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services ("Services"); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

WHEREAS, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town; and

WHEREAS, on October 6, 2014 the TOWN and CGA entered into an Agreement (hereinafter "Agreement"); and

WHEREAS, pursuant to the Agreement at Section 3 "Additional Services," the TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A"); and

WHEREAS, no other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Addendum, the parties hereby agree as follows:

1. The above recitals are true and correct and are incorporated herein and made a part hereof as if fully set forth herein.
2. The TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A").

3. No other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, hereby have executed this Addendum as of the date set forth.

TOWN OF SURFSIDE

By: _____
Guillermo Olmedillo, Town Manager

CALVIN, GIORDANO & ASSOCIATES, INC.

By: _____
Dennis J. Giordano, President

ATTEST:

Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND LEGALITY
FOR THE USE OF THE TOWN OF SURFSIDE ONLY:**

By: _____
Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

February 1, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 100
Town of Surfside Information Technology, Website Hosting
and Multimedia Services
CGA Proposal No. 17-9175

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 100 for Town of Surfside Information Technology, Website Hosting and Multimedia Services. The scope of the project includes IT services.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is lump sum based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, for a total not to exceed \$125,000.00.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano, MSC, CCM
Treasurer

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering and Inspection
- Construction Services
- Contract Government
- Data Technologies and Development
- Emergency Management Services
- Engineering
- Environmental Services
- Facilities Management
- Indoor Air Quality
- Landscape Architecture
- Municipal Engineering Planning
- Public Administration
- Redevelopment and Urban Design
- Surveying and Mapping
- Traffic Engineering
- Transportation Planning

GSA Contract Holder

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

TOWN OF SURFSIDE

Town of Surfside Information Technology, Website Hosting and Multimedia Services

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. General Information Technology Services for Town of Surfside End-Users and Police Department.

1. One On-Site full-time IT Support Technician.

- Forty (40) hours per week, 8-5, M-F, excluding Holidays.
- Additional levels of support will be provided on an as-needed basis. Additional levels of support may include Technology Director or Network Manager to address tasks that require a higher level of expertise.
- Additional coverage for new Police Department services will be performed remotely or on-site, whichever is most efficient or effective to resolve issues swiftly. Support staff will have the level of expertise required to complete the task.

2. Maintain current inventory of all Town owned computer and network equipment.

3. Maintain current inventory of all Town owned software licenses.

4. Identify network vulnerabilities and present solutions to the Town Administrator.

5. Monitor / Support Firewall.
 - Monitor VPN clients for mobile laptops.
6. Convert documents for Website posting.
7. Provide specs and order computers and other devices.

B. End User/Desktop Support

1. Create/Delete user accounts on network.
2. Change/Reset user passwords.
3. Troubleshoot all computer related issues.
4. Perform desktop Operating System updates and hot fixes using recommended software.

C. File Backup

1. Backup network shared files to include off-site storage & tape retention.
2. Perform backups on all network related files.
3. Monitor / Support tape backup device.

D. Network File Sharing

1. Monitor / Support network file sharing on server.
2. Train users on proper file sharing methods.

E. Network Print Sharing

1. Configure all printers for network printing.
2. Install network printers on user workstations.
3. Troubleshoot printing issues.

F. Email

1. Monitor / Support exchange server email accounts.
2. Monitor email archiving for compliance with state retention requirements.
3. Monitor / Support exchange server.

G. Procurement

1. Assist the Town on all technology purchases as approved by the Town Manager.

H. Policy

1. Implement defined security policies for all Town staff internally and remotely.

I. Broadcasting

1. Perform duties related to recording events for broadcasting.
 - Broadcasting Services to be charged at \$225.00 per event.
2. Deliver recordings on media to upload on Town's website.
3. Monitor / Support broadcasting equipment.

J. Technology Services Not Provided to the Town under this contract.

1. Support on any law enforcement related computer, software or hardware equipment that falls outside of CGA's base CJIS certification.
2. E911 / DMS system support.
3. IT services beyond the Town's normal hours of operation. Normal hours of operation determined to be 8-5, M-F, excluding Holidays.
4. Software Development
5. GIS Support

K. Multimedia Services

1. All multimedia services are not to exceed 20 hours per month.
2. Graphic Design
 - Photo enhancement and manipulation
 - Illustration of custom web graphics and infographics
 - Assistance with publications and printed media
3. Website Maintenance
 - Creation of Channel 77 slides
 - Content management of interior pages and site navigation
 - Configuration of web files
 - Custom code application via semantic HTML, CSS and Javascript

- Email blast creation and scheduling
- Weekly newsletter email set up and scheduling
- Monthly Town Gazette posting
- Users/password management
- Analytical Reports exporting
- Monitor SCALA system used to post Town related announcements.
- Post and remove Town announcements as directed by Town staff.

L. Website Hosting

1. Hosting of the Town's website
2. Storage for standard webpage content for each department
3. Nightly backups of website content and database
4. Daily 5x8 technical support available by e-mail or phone
5. 99.9% uptime guarantee
6. Remote FTP access for file uploads
7. PCI Compliant level security
8. Load-balanced web server environment
9. Commercial datacenter, featuring redundant backup power, redundant network connectivity, and 24/7 security and support.

M. Additional Services

1. Additional Services will be billed to the Town for Services performed after the normal hours of operation or for services outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.

- Director Data Technology and Development: \$165.00 hourly
- Network Administrator: \$155.00 hourly
- Sr. Application Development: \$165.00 hourly
- System Support Specialist: \$115.00 hourly
- GIS Specialist: \$125.00 hourly
- Multi-Media 3-D Developer: \$115.00 hourly (web development)

2. BASIS OF COMPENSATION:

Annual fee of \$125,000.00, plus any additional scope requested by the Town per Section M, above. Payments to be made monthly. Annual renewals will be awarded and based on the local area Consumer Price Index (CPI).

3. SUBMITTED

Submitted by: 
Chris Giordano, MSC, CCM

Date: 2/1/17

4. APPROVAL

Approved by: _____
Guillermo Olmedillo, Town
Manager

Date: _____

**TOWN OF SURFSIDE
WORK AUTHORIZATION**

WORK AUTHORIZATION NO.	100	
PROJECT NAME	Town of Surfside Information Technology, Website Hosting and Multimedia Services CGA Proposal No. 17-9175	
DESCRIPTION	IT services	
POSITION		COST
Onsite IT General Support		\$37,852.03
Onsite IT PD Support		\$56,778.05
Off Site Network Admin		\$10,369.92
Multi-Media 3-D Developer		\$20,000.00
		\$125,000.00
SUB-CONSULTANTS		COST
LABOR SUBTOTAL		\$125,000.00

Reviewed by: _____
Guillermo Olmedillo, Town Manager