

**PORT OF PALM BEACH DISTRICT
REQUEST FOR DISCUSSION AND
COMMISSION ACTION**

**CONSENT AGENDA
ITEM F-5**

PREPARED BY: Paul Zielinski Chief Financial Officer January 30, 2018

SUBJECT: CONTRACT RENEWALS

The following contracts are being presented for consideration of extension:

- A. CivicPlus
- B. Dunbar Armored, Inc.
- C. idSoftware

BACKGROUND:

- A. CivicPlus provides hosting, maintenance, technical support, and the SSL Certificate for the Port's website. CivicPlus also provides CivicSend, a communication platform for designing and sending email newsletters to subscribers. The annual cost will be \$7,617.57, which reflects a 5% increase.
- B. Dunbar Armored, Inc. provides armored car service for the Port's deposits. The per trip cost will increase from \$22.78 to \$25.13, which results in a projected monthly cost of \$226.15, plus fuel and security charges.
- C. idSoftware provides the virtual server solution for housing and managing the VisCheck visitor and employee management system. The annual cost is \$4,188.00, with no increase.

ADDITIONAL INFORMATION ATTACHED: No _____ Yes X

FINANCIAL IMPACT: These services are funded out of the FY2018 Operating Budget.

RECOMMENDATION: The Board of Commissioners is respectfully requested to authorize the Executive Director to execute 1-year contract extensions with CivicPlus, Dunbar Armored, Inc., and idSoftware.

Respectfully Submitted By:



Manuel Almira, Executive Director

DATE ACTION TAKEN: _____

| | |
|----------------------------------|---------------------------------|
| Approved: _____ | Motion By: _____ |
| Disapproved: _____ | Seconded By: _____ |
| Deferred To: _____ | Unanimous: Yes _____ No _____ |
| Incorporated into Minutes: _____ | By: _____ |



Remit to:
302 S 4th St. Suite 500
Manhattan, KS 66502
P 888-228-2233 ext 291
F 785-587-8951

Invoice

Invoice # 169729
Date 5/1/2018
Terms Net 30
Due Date 5/31/2018
PO #
Contract Start Date 5/1/2018
Contract End Date 4/30/2019
Shipping Code (2)

Bill To
Amanda LePore - Accounts Payable Specialist
Port of Palm Beach
One East 11th Street
Suite 600
Riviera Beach FL 33404

| Qty | Description | Rate | Amount | Start Date | End Date |
|-----|---|----------|----------|------------|-----------|
| 1 | CivicSend Communication Platform Annual Fee Renewal | 1,990.00 | 1,990.00 | 5/1/2018 | 4/30/2019 |
| 1 | Website Annual Fee Renewal for Hosting and Support. | 5,527.57 | 5,527.57 | 5/1/2018 | 4/30/2019 |
| 1 | Annual for SSL Certificate | 100.00 | 100.00 | 5/1/2018 | 4/30/2019 |

Total Amount Due 7,617.57
\$7,617.57

Did you know? We now accept ACH payments.
If you are interested, please email accounting@civicplus.com or call (785) 370-7830.

A Finance Charge of 1.5% Per Month Will Be Added To Past Due Accounts.

PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).



317238

**DUNBAR ARMORED, INC.
SERVICE CONTRACT #54000468 ENDORSEMENT NO. 317238**

ENDORSEMENT to Contract which became effective March 02, 2015 by and between:

- | | |
|--|---|
| <p>1. DUNBAR ARMORED, INC. ("DUNBAR") and 50 SCHILLING ROAD HUNT VALLEY, MD 21031</p> | <p>2. PORT OF PALM BEACH ("CUSTOMER") ONE EAST 11TH ST STE 600 WEST PALM BEACH, FL 33404</p> |
|--|---|

WITNESSETH

BY MUTUAL CONSENT, effective on and after February 28, 2018, said contract is amended as follows:

SCHEDULE OF SERVICE AND SERVICE RATES

IT IS HEREBY AGREED BETWEEN THE PARTIES THAT THE TERM OF THIS CONTRACT IS EXTENDED FOR A PERIOD OF 1 YEAR FROM 02/28/2018 THRU 03/01/2019. DURING THIS CONTRACT EXTENSION, THE RATES SHALL BE AS FOLLOWS. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL CONTINUE AFTER 03/01/2019 ON A YEAR-TO-YEAR BASIS UNLESS OTHERWISE AGREED IN WRITING BETWEEN THE PARTIES.

The following location(s) shall hereby modify service rates and extend rates as stated below:

| # | Location |
|---|---|
| 1 | PORT OF PALM BEACH ONE EAST 11TH ST STE 600 WEST PALM BEACH, FL 33404 |

| Services | Schedule of Rates | |
|----------------|------------------------|----------|
| Deposit Pickup | Per Month Per Location | \$226.15 |

West Palm Beach License # BB9700028

In Process

All other terms and conditions of said contract shall remain unchanged and as herein amended said contract is hereby ratified and confirmed. In Witness Whereof the parties hereto have executed this endorsement on January 29, 2018.

DUNBAR ARMORED, INC.

PORT OF PALM BEACH

Signed by: Jackie Madey – AE – Code #0547

Customer Signature Authorization

Countersigned by: Seth R. McElroy
SR VP Administration & Marketing

Print or Type Name & Title

Attachments

The Following Attachments are Hereby Incorporated in the Contract:

- | | |
|--|---|
| <input type="checkbox"/> Schedule of Service | <input type="checkbox"/> Deposit Verification Rider |
| <input type="checkbox"/> Dunbar EZChange Rider | <input type="checkbox"/> Terms & Conditions |



idSoftware Identification Management Systems, LLC

QUOTE

1301 Riverplace Blvd, Suite 800, Jacksonville, FL 32207
866-964-4911

| | |
|---------|-----------|
| QUOTE # | Q1050 |
| DATE | 1/30/2018 |

TO Ken Hern
Port of Palm Beach County
Box 9935
Rivera Beach, FL 33419
Phone:

| SALESPERSON | JOB | PAYMENT TERMS | DUE DATE |
|-------------|------------------|---------------|----------------|
| jstrey | VisCheck Hosting | Net 30 | April 30, 2018 |

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|-----|--|------------|-------------|
| 12 | Hosting virtual server solution to house and manage SecureGate Ports or VisCheck Ports visitor and employee management system May 1, 2018 thru April 30, 2019 | \$349.00 | \$4,188.00 |
| | | SUBTOTAL | \$4,188.00 |
| | | SALES TAX | \$0.00 |
| | | TOTAL | \$4,188.00 |

To accept this quotation, sign here and return: _____

Thank You For Your Business!