



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS

474 Broadway - City Hall
Saratoga Springs, New York 12866

Telephone 518-587-3550
Fax 518-587-6512

JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-BYRNES
DEPUTY COMMISSIONER

Award of Bid Sign-Off Form

Prior to an award of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- certification of funds (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- the budget line item **must** be identified and indicated below.

An item to award a bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.

Department of Bid: Finance

Project or Item Being Awarded: RFP-2014-25 Website and Social Media Design and Upgrade

Vendor Who Won the Bid: CivicPlus

Budget Line Item: A30216⁹4-54720 (budget amendment pending 04/07/15)

Assistant Purchasing Agent: Purchasing policy has / has not been followed in the selection of the winner of the bid.

Stanie Richards
Assistant Purchasing Agent

4/11/15
Date

Director of Risk and Safety: Vendor being awarded the bid has / has not met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

[Signature]
Director of Risk and Safety

4/2/15
Date




**MEMORANDUM
OFFICE OF THE COMMISSIONER OF FINANCE
CITY OF SARATOGA SPRINGS**

**MICHELE MADIGAN
COMMISSIONER OF FINANCE**

TO: Commissioner John Franck

CC: Deputy Commissioner Maire Masterson
Stephanie Richardson, Purchasing
Marilyn Rivers, Risk and Safety

FROM: Commissioner Michele Madigan 

DATE: March 31, 2015

RE: Award of Bid: RFP 2014-25

The City of Saratoga Springs Department of Finance is requesting to add to the April 7, 2015 Accounts Department City Council Agenda, the award of bid for the Website and Social Media Design and Upgrade, as detailed in RFP 2014-25, to CivicPlus.

CivicPlus was chosen by the Finance Department, as the bidder submitting the most qualified bid.

Website and Social Media Design and Upgrade 2014-25

The following tabulation does not detail what each company provides, only a general bottom line

Greene Tree Technology Group, LLC **\$122,250.00**

359 Broadway, Troy, NY 12180
518-380-6500
Annmarie Lanese
alanese@greanetree.com

CivicPlus **\$29,500.00**

302 S 4th Street, Manhattan, KS 66502
785-370-5899
Jennifer Martin
jmartin@civicplus.com

Shannon-Rose Design **\$115,610.00**

65 Clinton Street, Saratoga Springs, NY 12866
518-587-7572
Richard Kline

Vision Internet **\$33,550.00**

2530 Wilshire Blvd, 2nd Floor, Santa Monica, CA 90403
888-263-8847
Steve Barnes
sbarnes@visioninternet.com

CivicPlus Project Development Estimate

All Quotes are in US Dollars and Valid for 60 Days from December 4, 2014.
Prices per project - fixed

| | |
|---|------------------|
| Project Development and Deployment | |
| <i>Initial GCMS® upgrades, maintenance, support and hosting – no additional cost</i> | \$69,220 |
| <i>Server Storage not to exceed 20 GB</i> | |
| Project Enhancements | |
| <ul style="list-style-type: none"> • CivicMobile • CivicSend • (4) Department header packages | Included |
| Professional Services | |
| <ul style="list-style-type: none"> • 2 hours of remote consulting • 3 days of on-site consulting • 3 days of on-site training • HTML Conversion for ALL agendas and minutes | Included |
| Discount | -\$21,220 |
| Total Fees Year 1 | |
| | \$48,000 |

With CivicPlus' Annual Services, you'll enjoy redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. Protecting your investment is important, and our Annual Services allow you to receive maximum benefit at minimal cost. Over the course of a year, you'll receive system enhancements, maintenance and optimization. Additionally, your staff will have full access to our support staff, ensuring that they're always up to date on our latest features and functionality.

The CivicPlus Built-In Redesign

At CivicPlus, we realize that over time, you might decide that you want to change your design by giving it a visual refresh, so to speak. On average, we have noticed that clients tend to request a redesign about every four or five years in the life of a typical government website.

But instead of starting completely over from scratch with a new website rebuild, CivicPlus has an option that can not only help save you time and effort, but *lots* of money too!

At the end of your fourth year of continuous service with us, you are eligible to receive a website redesign with no further out-of-pocket expense. The cost of the redesign is included in your annual fees each year, giving you the knowledge that your website design will never become stale and that you'll never have to build your site from the ground up again!

| | |
|---|----------------|
| Annual Services (Continuing GCMS® Enhancements, Maintenance, Support and Hosting) | \$8,715 |
| <i>Billed 12 months from contract signing; may be subject to annual 5% increase year 3 and beyond</i> | |

Optional Multi-Year Payment Plan – CivicPlus Advantage CivicPlus Advantage offers local governments an alternative payment plan that eases the impact of a new website on your budget and **spreads the one-time project development costs over a longer period of time.** Through a minimum three-year contract, CivicPlus Advantage dramatically lowers the one-time project development and start-up costs of launching a new website, **combining one-time and recurring fees and spreading them over the life of the contract.** CivicPlus Advantage

| | 1st Year | 2nd Year | 3rd Year | 4th Year |
|-----------------------|----------|----------|----------|------------|
| Annual Recurring Fees | \$21,810 | \$21,810 | \$21,810 | \$9,577.78 |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/1/2015

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 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 Charlson-Wilson Insurance 555 Poyntz Avenue, Suite 205 P.O. Box 1989 Manhattan KS 66505-1989 | CONTACT NAME: Brooke Steiner | |
| | PHONE (A/C, No. Ext): (785)537-1600 FAX (A/C, No.): (785)537-1657 E-MAIL ADDRESS: bsteiner@charlsonwilson.com | |
| INSURED ICON ENTERPRISES INC DBA CIVIC PLUS 302 S 4TH ST STE 500 MANHATTAN KS 66502 | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A: Sentinel Insurance Company, LTD | 11000 |
| | INSURER B: Hartford Accident & Indemnity | 22357 |
| | INSURER C: Rated by Multiple Companies | 00914 |
| | INSURER D: Hartford Insurance Group | 19682 |
| | INSURER E: | |
| INSURER F: | | |

COVERAGES CERTIFICATE NUMBER: 2015-2016 COI 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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|------------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY | | | 37SBAAM8566 | 5/17/2014 | 5/17/2015 | EACH OCCURRENCE \$ 2,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | MED EXP (Any one person) \$ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY \$ 2,000,000 |
| | | | | | | | GENERAL AGGREGATE \$ 4,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 4,000,000 |
| | | | | | | | \$ |
| B | AUTOMOBILE LIABILITY | | | 37UECVT7527 | 11/17/2014 | 11/17/2015 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | <input checked="" type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | Terrorism \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | | | | | | AGGREGATE \$ |
| | | | | | | | \$ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | 37NECPA9652 | 5/17/2014 | 5/17/2015 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. EACH ACCIDENT \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| D | Technology E&O | | | 37 TE 0277079-15 | 1/1/2015 | 1/1/2016 | Each Clitch Limit \$3,000,000 |
| | Claimes Made | | | | | | RetroActiveDate:7/31/2006 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The City of Saratoga Springs, NY, its elected and/or appointed officials, officers, agents and employees are named as an additional insured on a primary and non-contributory basis per written agreement.

| | |
|--|---|
| CERTIFICATE HOLDER City of Saratoga Springs Attention: Purchasing Agent 474 Broadway Saratoga Springs, NY 12866 | 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 Brooke Steiner/TAL <i>Brooke Steiner</i> |