

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2021-0273

Innoprise Contract #: C21-0067

Year: 2021

Amount: \$552,522.47

Department: Information Technology

Contract Type: Professional Technical Consulting

Contractors Name: Mindsight

Contract Description: Telecommunication System Infrastructure
Request for Change Order - PO 21000821 - Add the board approved contingency funds to the contract
Addendum A to C21-0067 - Telecommunications System Infrastructure / Insight - modify scope of Work and Cost of Services - add the words. "Total Cost: \$602,577.47"



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org

Master

File Number: 2021-0273

File ID: 2021-0273

Type: MOTION

Status: PASSED

Version: 0

Reference:

Controlling Body: Board of Trustees

File Created Date : 04/05/2021

Agenda Entry: Telecommunications System Infrastructure

Final Action: 04/19/2021

Title: Telecommunications System Infrastructure

Notes:

Sponsors:

Res/Ord Date:

Attachments: Quote, Signed Contract, EXHIBIT A - TSI Cost Detail Table

Res/Ord Number:

Drafter:

Hearing Date:

Department

Effective Date:

Contact:

Related Files:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------------------------------|------------|------------------------|-------------------|-----------|-----------------|---------|
| 0 | Information Technology Department | 04/19/2021 | INTRODUCED TO BOARD | Board of Trustees | | | |
| 0 | Board of Trustees | 04/19/2021 | APPROVED | | | | Pass |

Text of Legislative File 2021-0273

..Title

Telecommunications System Infrastructure

History

Replacement of the Village telecommunications system infrastructure (TSI) was identified as a priority project in the FY2020 Budget. A network communications firm performed an assessment of the Village's network communications infrastructure. That assessment determined that the Village's existing cabling and equipment could not support a new Voice Over Internet Protocol (VoIP) telecommunications system. The Village currently has vendors replacing this cabling and equipment and these projects are projected to be completed in July 2021.

Previously, the Village issued a Request for Proposals in FY 2020 that included replacement of the TSI, along with the network cabling and network communications infrastructure. Staff

recommended the Board of Trustees reject the RFP proposals because they believed they could reduce the total cost of these projects by refining the scope of work and technical specifications.

IT staff developed a more refined scope of work and technical specification. Concerns over the lack of vendor responses to the RFP, led staff to investigate using the OMNIA Partners cooperative purchase contract, through Insight Public Sector, Inc. The total project cost using this contract is \$552,522.47, which includes one-time charges for hardware and installation services, and three (3) years of software licensing and support. The Village would incur a cost of \$500,551.29 in year one, which includes one-time charges for hardware, installation services, and 3-year pre-paid software licensing subscription charges for Variphy (reporting) and Informacast (emergency notification). The Village would incur costs of \$25,985.59 in years two and three for annual Cisco software subscription licensing. These costs are detailed in EXHIBIT A TSI COST DETAIL TABLE. Cisco provided a 65% discount off their MSRP hardware prices, but these savings were offset by increases in their hardware prices ranging from .33% to 17.53%.

Staff recommended adding the InformaCast software because it enables staff to immediately broadcast messages to alert staff and patrons via public display screens, computers, overhead paging, and the new Cisco handsets. The Variphy software was also a recommended addition since it provides more detailed call statistical reporting enabling staff to better align resources to service customers. Finally, the Cisco Contact Center software was recommended since it enables the Village to setup call centers to better handle high volume incoming customer phone calls through queuing and call handling, which could be used for special events and immunization clinics.

Financial Impact

Project funds for the first year costs were approved by the Board of Trustees in the FY2021 Capital Budget. The quoted amount exceeds the \$500,000 budgeted amount by \$551 plus an additional \$50,055, if the contingency is authorized. The additional cost will be offset with funds available in the Capital Projects Fund.

Recommended Action/Motion

I move to approve the three-year contract with Insight Public Sector, Inc. through the OMNIA Partners cooperative purchase contract for IT Products & Services #4400006644 with work to be performed by Mindsight for a cost of \$552,522.47 plus a \$50,055 contingency for a not to exceed amount of \$602,577.47.

And;

To authorize the Village Manager to approve change orders not to exceed the contingency amount.

And;

to authorize the Village Manager to execute all related contracts subject to Village Attorney review.



ORLAND PARK

REQUEST FOR CHANGE ORDER

Purchase Order #: 21 - 000821

Purchase Order Date: 05/14/2021

Contract Title: Telecommunications System Infrastructure

NOTE: The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

| Item | Description | Amount |
|------|---|---------------|
| A | Original contract value (without contingency) | \$ 552,522.47 |
| B | Total amount of previous change orders | \$ 0.00 |
| C | Total current contract amount (A + B) | \$ 552,522.47 |
| D | Amount of this change order (+ or -) | |
| E | Revised contract amount (C + D) | \$ 552,522.47 |
| F | Percent of current contract amount this change order represents (D/C) | 0.00% |
| G | Cumulative percent of all change orders (B + D)/A | 0.00% |
| H | Original contract completion date | 12/31/21 |
| I | Revised contract completion date | 12/30/22 |
| J | Total amount of contingency | \$ 50,055.00 |
| K | Amount of this contingency funds request | \$ 37,280.16 |
| L | Amount of previous contingency funds approved | \$ 0.00 |
| M | Contingency funds remaining | \$ 12,774.84 |

Brief description of services provided under the contract:

Telecommunications infrastructure hardware, software, installation, and configuration services.

Reason for requested change: *(if requesting approval for contingency funds, identify % and amount on contract)*

Staff are requesting approval for procurement of three items required to complete the installation of the Village's new Cisco UC telecommunications system. Staff underestimated the number of Cisco Contact Center (UCX-Call Center) licenses required to accommodate the number of staff departments requesting this capability. The Cisco virtual gateway/router and SIP licenses are required for the Cisco UC system to interface with Police Department's call recording and 911 systems. The Cisco 9300 switch is needed to provide additional network ports since the new Cisco UC system has utilized almost all the remaining switch ports in the Police MDF. These items will account for 6.75% of the total contract amount of \$552,522.47.

For Village Use Only: IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more.

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- ☒ The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- ☒ The change is germane to the original contract as signed
- ☒ The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: Mindsight

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Village of Orland Park

Signature: [Signature]

Printed Name: George Koczwar

Title: Village Manager

Date: 7-14-21



**ADDENDUM A TO C21-0067 TELECOMMUNICATIONS SYSTEM INFRASTRUCTURE,
DATED 4/26/2022, AMENDED 7/11/2022,
BETWEEN
THE VILLAGE OF ORLAND PARK AND MINDSIGHT**

WHEREAS, on April 26, 2021, a certain Agreement between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and Mindsight (hereinafter referred to as "Consultant") for the performance of certain professional services for the Village in connection with Telecommunications System Infrastructure (hereinafter referred to as the "Project", the "Work", or the "Services") was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, on July 11, 2022, a certain Agreement between the Village and the Consultant for the Project was previously amended (hereinafter referred to as the "Addendum A").

WHEREAS, the Village wishes to modify SCOPE OF WORK AND PAYMENT.

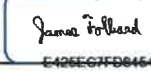
NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A, dated July 11, 2022.
3. **SECTION 2: SCOPE OF WORK AND COST OF SERVICES** in said Agreement shall be amended to add the words, "TOTAL COST: \$ 602,577.47"
4. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
5. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

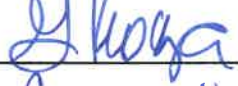
This Addendum, made and entered into effective the 11 day of July, 2022 shall be attached to and form a part of the Agreement dated the April 26, 2021, 11 day of July, 2022, and shall take effect upon signature below by duly authorized agents of both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.

CONSULTANT: MINDSIGHT

By:  _____
Name: James Folliard
Its Partner _____ and Authorized Agent

VILLAGE OF ORLAND PARK

By:  _____
Name: George Koczura
Title: Village Manager

ATTEST: _____

SOLD-TO PARTY 11092982

VILLAGE OF ORLAND PARK
ACCOUNTS PAYABLE
14700 S RAVINIA AVE
ORLAND PARK IL 60462-3134

SHIP-TO

VILLAGE OF ORLAND PARK
ACCOUNTS PAYABLE
14700 S RAVINIA AVE
ORLAND PARK IL 60462-3134

Quotation

Quotation Number : [225142257](#)
Document Date : 14-JUN-2022
PO Number :
PO Release :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Telephone : +14803667058
Sales Rep 2 : Lia Paredes
Email : LIA.PAREDES@INSIGHT.COM
Telephone : +14809021145

We deliver according to the following terms:

Payment Terms : Net 60 days
Ship Via : Electronic Delivery
Terms of Delivery: : FOB DESTINATION
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).
Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

| Material | Material Description | Quantity | Unit Price | Extended Price |
|-----------------------------------|--|----------|------------|----------------|
| NSITOPUCCCXR7-VOO | VILLAGE OF ORLAND PARK MINDSIGHT COTERM 3 YEAR CONTACT CENTER SUB - ANNL BILLING - Coverage Dates: 12-APR-2221 - 14-JUN-2023 OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) | 1 | 5,511.00 | 5,511.00 |
| NSITOPUCCCXR1-VOO | VILLAGE OF ORLAND PARK MINDSIGHT COTERM 3 YEAR CONTACT CENTER SUB - ANNL BILLING - Coverage Dates: 14-JUN-2022 - 14-JUN-2023 OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) | 1 | 6,347.00 | 6,347.00 |
| Product Subtotal | | | | 11,858.00 |
| TAX | | | | 0.00 |
| Total | | | | 11,858.00 |

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Bob Erwin
+14803667058
BOB.ERWIN@INSIGHT.COM

Lia Paredes
+14809021145
LIA.PAREDES@INSIGHT.COM
Fax 4807608347

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.
<https://www.insight.com/terms-and-policies>

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Quotation

Quotation Number : [225089963](#)
Document Date : 01-JUN-2022
PO Number :
PO Release :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Telephone : +14803667058
Sales Rep 2 : Lia Paredes
Email : LIA.PAREDES@INSIGHT.COM
Telephone : +14809021145

We deliver according to the following terms:

Payment Terms : Net 60 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery: : FOB DESTINATION
Currency : USD

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| Material | Material Description | Quantity | Unit Price | Extended Price |
|--------------------------------|---|----------|------------|------------------|
| 9300-3-PD-VOOP | MINDSIGHT-THIRD (3RD) 9300 FOR EXISTING PD STACK | 1 | 16,399.98 | 16,399.98 |
| | OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) | | | |
| Services Subtotal | | | | 16,399.98 |
| TAX | | | | 0.00 |
| Total | | | | 16,399.98 |

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| Material | Material Description | Quantity | Unit Price | Extended Price |
|-------------------------------|--|----------|------------|----------------|
| V8000-PD-VOOP | MINDSIGHT-VIRTUAL GATEWAY FOR SIP AT PD OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) | 1 | 9,022.18 | 9,022.18 |
| Services Subtotal | | | | 9,022.18 |
| TAX | | | | 0.00 |
| Total | | | | 9,022.18 |

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<https://www.insight.com/terms-and-policies>