

Finance Meeting agenda

Michelle Reid

Wed 11/13/2019 10:13 AM

To: Lynn Bunting <buntingl@alpenacounty.org>

Cc: Kat Tomaszewski <tomaszewskik@alpenacounty.org>; Steven Kieliszewski <kielisz@alpenacounty.org>; Erik Smith <smithe@alpenacounty.org>

 2 attachments (699 KB)

Allegra cost county wide mailer.pdf; Ruckus internet quote.pdf;

Good morning Lynn,

The items I would like to discuss at the Finance meeting next week are the use of funds from the Animal Control budget in support of a county wide brochure mailing pertaining to dog/kennel licensing requirements in Alpena County and the installation of internet access and a communication network at the Animal Control Shelter.

Attached are the quotes received for both items. I would like to use funding from the Professional Services - Animal Control line item #101-430-801.001 to pay for both items.

The mailer would be printed and mailed the beginning of December 2019.

Thank you and have a great day,
Deputy Michelle Reid, ACO
Alpena County Sheriff's Office
320 Johnson St, Alpena MI 49707
(989)354-9841

Please SPAY AND NEUTER YOUR PETS!



MARKETING • PRINT • MAIL
ALPENA

780

Michelle Reed
Alpena County Animal Control
720 Chisholm Street
Alpena MI 49707
Phone: 354-9841
E-mail: reidm@alpenacounty.org

ESTIMATE

829 W. CHISHOLM ST. ALPENA, MICHIGAN 49707
PHONE: 989-356-0834 TF: 1-866-878-2096 FAX: 989-356-2123

www.allegraalpena.com

ed@allegraalpena.com

No. **E#33000**

reprint #1

Date: 10/3/2019

P.O. No.

QUANTITY	DESCRIPTION	AMOUNT
14,089	Brochure - Full Color, 2 Sides, Fold, Tab & Address	2,389.00
	Customer's Color File	
14,089	Tabbing	
14,089	Addressing & Sorting	
1	List processing	
	Purchase Address list	
14,089	Letter fold	
14,089	ESTIMATED Postage	4,085.81
14,089	ESTIMATED Bulk Rate Postage	
<p>Taken by: Glen This estimate is good for 30 days. Please call us if you have any questions.</p> <p>Thank you!</p>		<p>SUBTOTAL 6,474.81</p> <p>TAX</p> <p>SHIPPING</p> <p>TOTAL 6,474.81</p>



We have prepared a quote for you

Ruckus Wireless ZoneFlex P300 and Ruckus
Licenses/Support

Quote # 019517
Version 1

Prepared for:

Alpena, County of

Prepared by:

Alan Daron



Tuesday, October 08, 2019

Alpena, County of
Tom Isaacs
208 N. First Ave.
Alpena, MI 49707
isaacst@alpenacounty.org

Dear Tom,

Vector Tech Group is pleased to present this proposal for your company. We look forward to partnering with you to provide customizable technology solutions depending on the needs and expectations that are unique to your organization. In this proposal, we will present a brief overview of our solutions offerings.

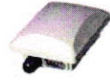
Vector Tech Group is the leader in on-demand technology solutions. Since 1991, we have been offering customizable technology solutions to meet our clients' short-term and long-term needs. We provide our clients with the expertise, reliability, and flexibility that is required within your technology environment.

Thank you again for allowing Vector Tech Group the opportunity to be your technology partner. We hope you will find that our services, knowledge, and flexibility are just what you are looking for in a technology partner. If you have any questions, please do not hesitate to contact me.

Alan E. Daron

Alan Daron
Director of Education Sales
VTG Freeland

Products

Qty	Description		Price	Ext. Price
1	Ruckus Wireless ZoneFlex P300 IEEE 802.11ac 500 Mb Ruckus Wireless ZoneFlex P300 IEEE 802.11ac 500 Mb		\$1,795.00	\$1,795.00
3	ZoneDirector 1200 Single AP License Upgrade SKU ZoneDirector 1200 Single AP License Upgrade SKU		\$125.00	\$375.00
3	Ruckus Wireless End User WatchDog Premium Support Ruckus Wireless End User WatchDog Premium Support		\$30.00	\$90.00
			Subtotal	\$2,260.00

Ruckus Wireless ZoneFlex P300 and Ruckus Licenses/Support



Prepared by:
VTG Freeland
 Alan Daron
 8102021029
 Fax 989-695-6113
 alandaron@vectortechgroup.com

Prepared for:
Alpena, County of
 208 N. First Ave.
 Alpena, MI 49707
 Tom Isaacs
 (989) 354-2916
 isaacst@alpenacounty.org

Quote Information:
Quote #: 019517
 Version: 1
 Delivery Date: 10/08/2019
 Expiration Date: 12/07/2019

Quote Summary

Description	Amount
Products	\$2,260.00
Total:	\$2,260.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. By signing you are agreeing to all aspects of this agreement including any and all attachments, any and all terms and conditions, non-disclosures, agreements etc.

VTG Freeland

Alpena, County of

Signature: Alan E. Daron
 Name: Alan Daron
 Title: Director of Education Sales
 Date: _____

Signature: _____
 Name: Tom Isaacs
 Date: _____



Contract & Terms

VTG Freeland agrees to provide as needed IT Services to Alpena, County of. In consideration for these services Alpena, County of agrees to pay per staff person, in fifteen minute increments with a one hour minimum for On-site work, everything after the first hour will be billed in 15 minute increments. Remote support work will be billed in fifteen minute increments, with a 15 minute minimum. Terms of your invoices will be 30 days. A late fee of 7% of the invoice amount overdue will be assessed for each invoice that payment has not been received 10 days after the due date. Late fees will be assessed for each overdue invoice every 30 days after the initial assessment. Proposals exceeding Five Thousand Dollars require a fifty percent deposit to begin processing.

All state and federal taxes will apply unless provided a proof of non-profit is provided. Customer also agrees to pay all shipping and handling incurred unless mutually agreed upon by customer.

Also all travel requested by customer will be reimbursed at official IRS mileage reimbursement rate unless mutually agreed upon. Customer also agrees to pay all travel expenses if remote travel is requested. This will include transportation, Hotel, and living expenses. Living expenses will be capped at \$50.00 per day per person. Travel time will be charged at \$125.00 per hour for any location outside of the 30 mile radius. These rules all apply unless mutually agreed upon by both parties.

During the term of this Agreement and for a period of twelve (12) months following its termination or expiration, Alpena, County of shall not, directly or indirectly, solicit, recruit, hire, employ, or contract for the services of any employee of VTG Freeland to whom it is introduced by virtue of this Agreement, unless otherwise agreed to by VTG Freeland in writing. Otherwise a hiring fee of 100% of first year of salary will be due payable to VTG Freeland 30 days after the "Date of Hire" as defined below. "Date of Hire" shall be the employee's last day of billable assignment hereunder. "Salary" shall be the annual salary offered to the employee by Alpena, County of.

This agreement may be reviewed after 12 months to address any adjustments to this agreement that needs to be done in the mutual benefit to both parties.

All other projects outside the scope of this proposal may be quoted on a per project basis, but the above terms will still apply.

Non-Disclosure Agreement

THIS AGREEMENT is entered into as of 10/08/2019 ("Effective Date"), by and between

Alpena, County of
208 N. First Ave.,
Alpena, MI 49707
Telephone: (989) 354-2916
Contact: Tom Isaacs
Email: isaacst@alpenacounty.org

And

VTG Freeland
9364 W. Freeland Rd,
Freeland, MI 48623



Contact: Alan Daron
Email: alandaron@vectortechgroup.com

WHEREAS, the parties hereto have determined to establish terms governing the use and protection of certain information one party ("Owner") may disclose to the other party ("Recipient") for purposes of entering a business relationship for supplying Information Technology services for Alpena, County of.;

NOW, THEREFORE, in consideration of the foregoing, and in reliance on the mutual agreements contained herein, the parties agree as follows:

1. "Confidential Information" means information of an Owner (i) which relates to the purpose and subject matter identified in the recital to this Agreement, including computer programs, business and technical information, marketing plans, and related data, (ii) individually identifiable health information, or (iii) which, although not related to such purpose or subject matter, is nevertheless disclosed hereunder, and which, in any case, is disclosed by an Owner or an affiliate to Recipient in document or other tangible form bearing an appropriate legend indicating its confidential or proprietary nature, or which, if initially disclosed orally or visually is identified as confidential at the time of disclosure and a written summary hereof, also marked with such a legend, is provided to Recipient within fifteen (15) days of the initial disclosure.
2. Recipient may use Confidential Information of Owner only for the purpose of this Agreement and shall protect such Confidential Information from disclosure to others, using the same degree of care used to protect its own proprietary information of like importance, but in any case using no less than a reasonable degree of care. Recipient may disclose Confidential Information received hereunder only for the purpose described in the recital to this Agreement and only to its employees and consultants who have a need to know for such purpose and who are bound by signed, written agreements to protect the received Confidential Information from unauthorized use and disclosure.
3. The restrictions of this Agreement on use and disclosure of Confidential Information shall not apply to information that: (i) is in the possession or control of Recipient at the time of its disclosure hereunder; (ii) is, or becomes publicly known, through no wrongful act of Recipient; (iii) is received by Recipient from a third party free to disclose it without obligation to Owner; or (iv) is independently developed by Recipient without reference to Confidential Information.
4. In the event Recipient is required by law, regulation or court order to disclose any of Owner's Confidential Information, Recipient will notify Owner in writing prior to making any such disclosure in order to facilitate Owner seeking a protective order or other appropriate remedy from the appropriate body. Recipient further agrees that if Owner is not successful in precluding the requesting legal body from reviewing the Confidential Information, it will furnish only that portion of the Confidential Information which is legally required and will exercise all reasonable efforts to obtain reliable assurances that confidential treatment will be accorded the Confidential Information.
5. Confidential Information disclosed under this Agreement (including information in computer software or held in electronic storage media) shall be and remain the property of Owner. All such information in tangible form shall be returned to Owner promptly upon written request and shall not thereafter be retained in any form by Recipient. No licenses or rights under any patent, copyright, trade secret, trademark, or other property right are granted or are to be implied by this Agreement.
6. Each party may from time to time provide suggestions, comments, or other feedback to the other party regarding Confidential Information provided originally by the other party ("Feedback"). Both parties agree that all Feedback is and shall be entirely voluntary and shall not, absent a separate written agreement, create any confidentiality obligation or restriction on use on the party receiving the Feedback. Each party shall be free to use and disclose Feedback as it deems fit without restriction or

obligation; provided, however, that in no event shall the recipient of Feedback disclose the source of the Feedback without the providing party's written consent. The forgoing shall not, however, affect either party's obligations hereunder regarding Confidential Information.

7. Owner shall not have any liability or responsibility for errors or omissions in, or any business decisions made by Recipient in reliance on, any Confidential Information disclosed under this Agreement. Recipient assumes all risk, known or unknown, incident to its use of Confidential Information, and Owner shall have no liability of any kind to Recipient or any third party arising out of such use. RECIPIENT DISCLAIMS ALL WARRANTIES INCLUDING WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES OF NON-INFRINGEMENT OF THE RIGHTS OF THIRD PARTIES (INCLUDING WITHOUT LIMITATION, RIGHTS UNDER PATENT, COPYRIGHT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS). RECIPIENT ACCEPTS THE CONFIDENTIAL INFORMATION IN "AS-IS" CONDITION.

8. Each party agrees that it will not, without the prior written consent of the other, issue any press release or announcement or otherwise disclose the nature of this Agreement and/or the proposed business relationship.

9. Recipient shall indemnify Owner against all losses and expenses incurred by Owner, including without limitation attorney's fees, which result from the breach of any part of this Agreement by Recipient.

10. Recipient certifies that no Confidential Information will be exported to any country in violation of the United States Export Administration Act and the regulations thereunder.

11. This Agreement shall become effective as of the date of execution by both parties. All obligations hereunder, including without limitation any and all obligations regarding the use and disclosure of Confidential Information, shall continue until such time that the parties put in writing and sign that they are ending this agreement.

12. This Agreement: (i) is the complete agreement of the parties concerning the subject matter hereof and supersedes any prior such agreements with respect to further disclosures on such subject matter; (ii) may not be amended or in any manner modified except in writing signed by the parties; and (iii) shall be governed and construed in accordance with the laws of the State of Michigan without regard to its conflict of law provisions. If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the parties as expressed herein.