

# Village of Tequesta

345 Tequesta Drive  
Tequesta, FL 33469



561-768-0700  
[www.tequesta.org](http://www.tequesta.org)

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## Village Clerk's Office Memorandum

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**TO:** Jim Weinand, Acting Village Manager  
**FROM:** Lori McWilliams, MMC, Village Clerk  
**DATE:** 10/29/18  
**SUBJECT:** Agenda Report – ADA Compliant

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The attached is a no-cost agreement to create a customized agenda with an enlarged font for easier readability for vision-impaired users. Initially, Granicus wanted to charge the Village \$800 to customize this report, however, after numerous calls and conversations, they have agreed to create the report at no cost.



## Granicus Proposal for Tequesta, FL

### Granicus Contact

**Name:** Joe Chang

**Phone:** 2024077325

**Email:** joe.chang@granicus.com

### Proposal Details

**Quote Number:** Q-37118

**Prepared On:** 10/26/2018

**Valid Through:** 11/26/2018

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Design Custom	Upon Delivery	4 Hours	\$0.00
SUBTOTAL:			\$0.00





#### Product Descriptions

Name	Description
Design Custom	Custom Design - used to sell out of scope Design Services, or supplement existing offerings.





#### Terms and Conditions

- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Tequesta, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-37118 dated 10/26/2018 are incorporated into this Purchase Order by reference.
- Granicus Communications Suite Subscriber Information.
  - Data provided by the client and contact information gathered through the client's own web properties or activities will remain the property of the client ("Direct Subscriber"), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the client, unless required by law.
  - Granicus shall: (i) not disclose the client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus client's digital communication (the "Advanced Network"). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a "Network Subscriber" to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the client is under an active subscription with Granicus. Network Subscribers will not transfer to the client upon termination of any Granicus Order, SOW, or Exhibit. The client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
  - Opt-in. During the last 10 calendar days of the client's subscription, the client may send an opt-in email to Network Subscribers that shall include an explanation of the client's relationship with Granicus terminating and that the Network Subscribers may visit the client's website to subscribe to further updates from the client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the client upon termination.
- Tequesta, FL is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at \$299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus





subject matter experts, as well as opportunities to learn and network with peers and leaders in government.  
*Granicus National Summit Dates: May 14-15, 2019*


#### Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

#### Billing Information

Name: Lori McWilliams  
Phone: 561-768-0443  
Email: lmcwilliams@tequesta.org  
Address: 345 Tequesta Dr., Tequesta, FL 33464

#### Tequesta, FL

Signature:   
Name: Jim Weinand  
Title: Acting Village Manager  
Date: 10/29/18





www.granicus.com

October 26, 2018

### **Scope of Work**

#### *Tequesta – Custom Large Font Agenda Report*

#### **Summary**

Tequesta is requesting a new custom Agenda report. The new custom report needs to have a large font (size 26 point) for easier readability for vision impaired user.

#### **Proposed Solution:**

Change the font size on the existing custom Agenda template to the requested 26 point size, including any needed layout changes due to the font size increase.

Create a new Agenda report in the Legistar Agenda Reports dropdown for the large font template.

#### **Granicus Scope of Work:**

This SOW includes the following:

- Working with the client to confirm and review customization being requested.
- Consulting with the client on handling of needed layout adjustments based on the new larger font size.
- Modification of the existing custom Agenda template.
- Testing of the report using the client's database and Legistar configuration.
- Working with the client to review the report and make needed adjustments.
- Delivery of the finalized updated reports into Tequesta's Legistar instance.

#### **Timeline:**

Dependent on the complexity of a project, an estimated delivery time-frame will be shared with the client at the start of work.

Any additional changes beyond this SOW could take additional time or Development work and would be subject to additional cost and scope.

#### **Out of Scope**

Any services not listed in the aforementioned are not included in the Proposal and would require additional scope and possible cost.

Acceptance of this proposal constitutes acceptance of the prescribed user flow and proposed feature enhancements. Any changes requested that deviate from this SOW would be subject to additional cost and scope and require a mutually signed and executed Change Order.

This proposal and proposed timelines expire 30 days from receipt.

#### **WASHINGTON D.C.**

1152 15th Street NW, Suite 800  
Washington, DC 20005  
202.407.7500

#### **DENVER**

707 17th Street, Suite 4000  
Denver, CO 80202  
720.240.9586

#### **ST. PAUL**

408 St. Peter St, Suite 600  
St. Paul, MN 551025  
651.726.7309

#### **LONDON**

The Beehive, City Place,  
West Sussex, RH6 0PA  
0800.032.5769

PUBLIC RECORDS. In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village's custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 768-0685, OR AT [lmcmwilliams@tequesta.org](mailto:lmcmwilliams@tequesta.org), OR AT 345 TEQUESTA DRIVE, TEQUESTA, FLORIDA 33469.**

**Palm Beach County Inspector General**

Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews, or investigations. All parties doing business with the Village shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority, and power. The inspector general has the power to take sworn statements, require the production of records, and to audit, monitor, investigate and inspect the activities of the Village, as well as contractors and lobbyists of the Village in order to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and abuses.