

**FINANCE COMMITTEE
WEDNESDAY, SEPTEMBER 16, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA**

AGENDA

5:30 P.M. CALL TO ORDER

- | | |
|--|-------------------|
| 1. Approve Minutes of the August 5, 2015 Finance Committee Meeting | 1 Minute |
| | Page 1 |
| <hr/> | |
| 2. Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$136,109 Insurance Claim Reimbursement for Storm Damage from a Tomado on June 20, 2015 (Fitzwater) | 2 Minutes |
| | Page 3 |
| <hr/> | |
| 3. Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$20,000 of Speiden Carper House Fund Balance for the Maintenance on the Speiden Carper House (Via) | 2 Minutes |
| | Page 9 |
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| 4. Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$129,602 of PEG Fund Fund Balance for City Council Chamber Improvements (York) | 2 Minutes |
| | Page 11 |
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| 5. Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$2,847,245 Information Technology Fund Fund Balance for the Enterprise Resource Planning (ERP) System (York) | 15 Minutes |
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City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Paul York
Diane Bergeron
Tamara Keesecker

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, AUGUST 5, 2015
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Council Member Mark Wolfe

COMMITTEE MEMBERS ABSENT: Vice Mayor Jonathan L. Way
Council Member Sheryl Bass (Alternate)

OTHERS PRESENT: City Manager W. Patrick Pate, Finance and Administration Director Paul York, City Treasurer Robin Perkins, Assistant Director of Public Works Patrick Moore, Budget Manager Diane Bergeron, Airport Operations Specialist Jolene Berry

The meeting was called to order at 5:29 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the July 15, 2015 Finance Committee Meeting

A motion was made and seconded to approve the minutes of the July 15, 2015 Finance Committee meeting. The Committee approved (2/0).

AGENDA ITEM #2 Resolution 2016-02-R Amending the FY 2016 Budget by Budgeting and Appropriating \$31,090 of Stormwater Fund Fund Balance for Culvert Inspections

Patrick Moore presented Staff's recommendation to amend the FY 2016 Budget by budgeting and appropriating \$31,090 of Stormwater Fund Fund Balance for culvert inspections. The Committee approved (2/0). This item will be forwarded to the August 10, 2015, City Council meeting for consideration.

AGENDA ITEM #3 Consideration of Policy Statement #P-2016-01 Establishing Financial Policies for the City of Manassas (York)

Paul York presented Staff's recommendation to consider Policy Statement #P-2016-01 establishing financial policies for the City of Manassas.

The Finance Committee requested a minor change to the Proposed Budget Policy requiring interfund transfers greater than Ten Thousand (\$10,000) Dollars, but less than Fifty Thousand (\$50,000), be placed on the Council Consent Agenda.

The Committee approved (2/0). This item will be forwarded to the August 10, 2015 City Council meeting and will not be on Consent. Paul York will make a presentation during the meeting.

AGENDA ITEM #4 City of Manassas Treasurer Statement of Investment Policy

Robin Perkins presented the City of Manassas Treasurer Statement of Investment Policy. The Committee approved (2/0). This item will be forwarded to the August 10, 2015 City Council meeting and will not be on Consent. Robin Perkins will make a presentation during the meeting.

AGENDA ITEM #5 Consideration of Amendment to Interjurisdictional Agreement Related to the Manassas Regional Airport

W. Patrick Pate presented Staff's recommendation to amend the Interjurisdictional Agreement related to the Manassas Regional Airport. The Committee approved (2/0). This item will be forwarded to the August 10, 2015, City Council meeting for consideration.

City Manager's Time

No Items.

The meeting was adjourned at 5:49 p.m. by Chairman Aveni.

MEETING DATE: September 16, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating an \$136,109 Insurance Claim Reimbursement for Storm Damage from a Tornado on June 20, 2015

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: The City has received an insurance claim reimbursement of \$136,109.09 to cover the storm damage from a tornado that occurred on June 20, 2015. The E. G. Smith Ball Complex sustained damage to multiple structures and a mobile message board, which belonged to the Utilities Department. The deductible of \$5,000 will be paid with Fund Balance in the General Capital Projects Fund.

This resolution will budget and appropriate \$121,159 of Insurance Reimbursement and \$5,000 of General Capital Projects Fund Balance in the General Capital Projects Fund and \$14,950 of Insurance Reimbursement and \$950 of Water Fund Fund Balance in the Water Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-03-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$121,159 – Insurance Reimbursement for Field Damage
\$ 5,000 – General Capital Projects Fund Fund Balance (Deductible)
\$126,159 – Total General Capital Projects Fund

\$ 14,950 – Water Fund Insurance Reimbursement
\$ 950 – Excess of Cost over Claim
\$ 15,900 – Total Water Fund

STAFF: Tim Fitzwater, Buildings and Grounds Manager, (703) 257-8372

PIEDMONT CLAIMS SERVICE, LLC

Estimate

Insured City of Manassas--E. G. Smith Baseball Complex						Date 8/6/2015		
Address 9698 Godwin Drive Manassas, VA						Telephone		
Our File Number 01389RH			Policy Number 088		Claim Number 14-22717-01PR			
Estimated Replacement Cost			Type and Description of Loss Tornado Damage to Baseball Complex					
Less Depreciation			Kind of Building Multiple		Age	Total Square Feet Area		
Actual Cash Value			# of Rooms	# of Baths	Kind of Roof	Age of Roof		
Contractor:			Subtotal				\$141,109.09	
Accepted by:				Profit & Overhead		+		
P.C.S. LLC Adjuster				Replacement Cost		=	\$141,109.09	
R. M. Holt Charlottesville				Depreciation		-		
				Actual Cash Value Loss		=	\$141,109.09	
				\$5,000 Deductible or Limiting Clause		-	(5000.00)	
			Net ACV Loss				=	\$136,109.09

No.	Description	Quantity	Unit	Per Unit	Replacement Cost/Material	Per Unit	Labor	Total
REPAIRS TO RISK								
I Field 1								
a	Rebuild Dugout A (1st Base Side)	1	quote	12,700.00	12,700.00		Incl	12,700.00
b	Rebuild Dugout B (3rd Base Side)	1	quote	12,700.00	12,700.00		Incl	12,700.00
c	Repair Press Box Roof	1	quote	2,100.00	2,100.00		Incl	2,100.00
II Field 2								
a	Rebuild Dugout A (1st Base Side)	1	quote	13,700.00	13,700.00		Incl	13,700.00
b	Repair Roof Dugout B	1	quote	500.00	500.00		Incl	500.00
III Field 3								
a	Repair Roof Dugout A	1	quote	500.00	500.00		Incl	500.00
b	Repair Roof Dugout B	1	quote	500.00	500.00		Incl	500.00
c	Replace post, reinstall scoreboard	1	quote	1,250.00	1,250.00		Incl	1,250.00
IV Field 4								
a	Repair Roof and I-Beam Dugout A	1	quote	5,500.00	5,500.00		Incl	5,500.00
b	Repair Roof and I-Beam Dugout B	1	quote	5,500.00	5,500.00		Incl	5,500.00
c	Replace backstop nets	1	quote	2,725.00	2,725.00		Incl	2,725.00
d	Replace Bleacher	1	quote	4,500.00	4,500.00		Incl	4,500.00
V Field 5								
a	Roof and Masonry Repairs Dugout A	1	quote	7,500.00	7,500.00		Incl	7,500.00
b	Rebuild Dugout B (3rd Base Side)	1	quote	12,700.00	12,700.00		Incl	12,700.00

No.	Description	Quantity	Unit	Per Unit	Replacement Cost/Material	Per Unit	Labor	Total
VI	Field 6							
a	Replace backstop nets	1	quote	4,075.00	4,075.00		Incl	4,075.00
b	Replace Bleacher	1	quote	4,500.00	4,500.00		Incl	4,500.00
c	Repair chain link fence	1	quote	1,200.00	1,200.00		Incl	1,200.00
VII	Field 7							
a	Roof and Masonry Repairs Dugout A	1	quote	7,500.00	7,500.00		Incl	7,500.00
b	Rebuild Dugout B (3rd Base Side)	1	quote	12,700.00	12,700.00		Incl	12,700.00
VIII	Other Areas							
a	Repairs to Concession Stand	1	quote	4,000.00	4,000.00		Incl	4,000.00
b	Repairs to Pavillion Building	1	quote	3,250.00	3,250.00		Incl	3,250.00
c	Emergency Cleanup 6-21-15	1	allow	2,392.00	2,392.00		Incl	2,392.00
d	Dump Fees 6-21-15	1	allow	325.95	325.95		Incl	325.95
e	Temporary Repairs to Backstop Nets	1	quote	1,041.14	1,041.14		Incl	1,041.14
f	Replacement Signs	14	ea	200.00	2,800.00		Incl	2,800.00
IX	MISCELLANEOUS							
I	Replace Mobile Sign per Attached Quote	1	ea	14,950.00	14,950.00		Incl	14,950.00

SWORN STATEMENT IN PROOF OF LOSS

Amount of policy at time of loss 7/1/2014 Date issued 7/1/2015 Date expires
088 Policy Number n/a Agent n/a Agency At

To the of VML Insurance Programs Richmond, VA
At the time of loss, by the above indicated policy number you insured City of Manassas, Virginia

against loss by wind to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A wind loss occurred about the hour of o'clock M. on the 20th day of June 20 15 The cause and origin of said loss were Windstorm damaged E, G. Smith Baseball Complex

2. Occupancy: The building described, or containing the property described was occupied at the time of loss as follows, and for no other purpose whatever: Municipal Baseball Complex

3. Title and interest: At the time of the loss the interest of your insured in the property described therein was owner No other person or persons had any interest therein or incumbrance thereon except:

4. Changes: Since the policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location, or exposure of the property described except: none

5. Total insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as more specifically specified in the apportionment attached under Schedule "C," besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

Table with 2 columns: Description and Amount. Row 1: Actual Cash Value of said property at the time of the loss was \$. Row 2: The Whole Loss and Damage was \$ 141,109.09. Row 3: Less amount of Deductible \$ 5,000.00. Row 4: The Amount Claimed under the above numbered policy is \$ 136,109.09.

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant: nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The Insured hereby covenants that no release has been or will be given to or settlement or compromise made with any third party who may be liable in damages to the Insured in consideration of the payment made under this policy hereby subrogates the said Company to all rights and causes of action the said Insured has against any person, persons or corporations whomever for damage arising out of or incident to said loss or damage to said property and authorizes said Company to sue in the name of the Insured but at the cost of the Company any such third party, pledging full cooperation in such action.

The furnishing of this blank or the preparation of proofs by a representative of the above company is not a waiver of any of its rights.

State of Virginia City of Manassas
Subscribed and sworn before me this day of 2015
Insured
Notary Public

"It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits."

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: September 16, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$20,000 of Speiden Carper House Fund Balance for the Maintenance on the Speiden Carper House

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC:

The Speiden Carper House was bequeathed to the City of Manassas in 2005 to be used as a house museum. It is currently being used for storage of museum collections (artifacts) and costumes. The neighborhood has complained as to the unkempt state of the yard and house. The yard will be more regularly maintained and minor repairs done to the exterior of the house in keeping with the character of the neighborhood.

The Historic Resources Board has recommended that the house be deaccessioned (sold) and the Museum Staff is working on a deaccession plan that will be presented to the City Council for action in the future. Funds are available from the bequest to maintain the house. The estimated balance of the Speiden Carper Fund is \$400,000. Once deaccessioned, the proceeds from the sale and the remaining balance in the fund revert to the heirs.

This resolution will budget and appropriate \$20,000 of Fund Balance in the Speiden Carper House Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-03-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$20,000 – Speiden Carper House Fund Balance

STAFF: Elizabeth S. Via, AICP, Community Development Director, (703) 257-8224

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: September 16, 2015 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$129,602 of PEG Fund Fund Balance for City Council Chamber Improvements

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC:

The FY 2016 Adopted Budget includes a project for the upgrade of the audio/visual equipment and appurtenances in the City Hall Council Chambers in the amount of \$128,000 from the PEG Fees Fund. These funds can only be used for capital costs associated with the City's PEG cable channel. City staff met with two vendors to review the current audio/visual equipment and lighting in the Council Chambers and they have submitted quotes to upgrade all the lighting, audio and visual equipment as well as upgrades to the podium and dais. The total cost for the improvements quoted is \$257,602. In order to complete the work an additional appropriation from the PEG Fund balance of \$129,602 is needed.

This resolution will budget and appropriate \$129,602 in PEG Fund Fund Balance in the PEG Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-03-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY): The estimated fund balance of the PEG Fund is \$598,000

BUDGET/FISCAL IMPACT: \$128,000 – Existing Appropriation (FY 2016 Adopted Budget)
\$129,602 – PEG Fund Fund Balance (2016-03-R)
\$257,602 – Total Project Cost

STAFF: Paul York, Finance & Administration Director, (703) 257-8234



Systems Integrators for Stage and Studio Lighting, Control, and Rigging Systems

August 25th, 2015

Manassas City
9027 Center Street Manassas, VA

Attn: Jimmy Falls
E-mail: jfalls@ci.manassas.va.us

Job Name: Manassas Council Chamber
Job Number: W1504054 r.2

Dear Mr. Falls:

Barbizon is pleased to provide the following quotation for Power, Control, and fixtures for LED lighting system. This quotation is based on our site visit on March 2015.

Barbizon shall furnish and install (see page 3 for detailed scope of work):

- 1) Power and Control Materials
- 2) Power and Control Services and Labor
- 3) Fixture Package Materials
- 4) Fixture Package Services and Labor
- 5) Fluorescent Adder Materials
- 6) Fluorescent Services and Labor

Project Base Total	\$70,990.00
Fluorescent Adder	\$22,727.00

This quotation is valid for 60 days from the original date of quotation and must be verified outside of this time frame. This proposal voids all other proposals.

Thank you for considering Barbizon for your lighting and rigging needs. If you have any questions, please feel free to call me anytime or email me at adorman@barbizon.com.

Sincerely,

Andrew Dorman, Systems Integrator
Barbizon Capitol, Inc.

Barbizon Capitol Inc.
6437-G General Green Way, Alexandria, VA 22312
Tel: (703) 750-3900 Fax: (703) 750-9047
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Barbizon Capitol Services Provided

Barbizon Capitol, the Washington D.C Metropolitan office of Barbizon Lighting, has over 20 employees including three system integrators, three full time project managers, and two full time field service technicians. Barbizon makes a commitment to every project it is a part of and dedicates a system integrator, a project manager, and a technician to each one. Of course, every project comes standard with the support of the entire Barbizon Systems staff and nation-wide Barbizon team. Barbizon is an employer of ETCP Certified Technicians.

Included in our proposal are the services of a local Project Manager assigned to this project. The Project Manager shall:

- Review the scope of work and intent with the Client.
- Attend all project meetings
- Provide meeting notes of attended meetings if requested.
- Coordinate the order, preparation, delivery, and installation of all equipment provided in the proposal.
- Develop an installation schedule.
- Supervise the installation.
- Serve as the “competent person” as defined by OSHA for all jobsite hazards within Barbizon’s scope of work.*
- Provide progress reports.
- Coordinate with manufacturers and sub-contractors/installers.
- Coordinate with other trades.
- Ensure a successful installation.

Also included with a lighting control system are the services of a local technician. The technician shall provide:

- Low-voltage and control terminations.
- System commissioning and training.
- Locally accessible technical support and assistance.

*29 CFR 1926.32(f) defines as “competent person” as, “one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

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Bill of Materials and Pricing Breakdown:

Section I - Power and Control Materials

\$25,586.00

	1	Power and Control:		
		-Barbizon shall furnish and install (1) ETC DRd 12/24 dimming rack with (9) relay modules and (3) dimming modules to provide (18) 20A switched circuits and (6) 20A dimmed circuits.		
		-Barbizon shall furnish and install (1) Paradigm Architectural Control Processor and Paradigm Station Power Module to provide architectural control and support of (1) 7" Paradigm LCD touchscreen in the control booth and (1) 2-button preset station in the Council Chambers.		
		-Barbizon shall furnish and install (1) UH-1 AV to take RS232 commands from Crestron.		
		NOTE: ALL Crestron programming by others.		
		-Barbizon shall furnish and install (1) Pathway eDIN 1-in / 8-out installation repeater		
		-Barbizon shall furnish, install, and provide training for (1) Pathway Cognito2 Starter Console.		
		NOTE: Due to the limitation of space in the control booth, the dimming rack may need to be mounted in adjoining closet requiring existing shelving to be removed.		
1.1	1	ETC	DRd12-24-120	100-120V 12 module Rack Enclosure
	9	ETC	R20	Dual 2.4KW Relay Module
	3	ETC	D20	Dual 2.4KW Dimmer Module (350uS)
1.2	1	ETC	P-ACP	Paradigm Architectural Control Processor
	1	ETC	P-SPM	Paradigm Station Power Module
	1	ETC	UH-1AV	RS232 input
	1	ETC	P-LCD	Paradigm Wall-mount Touchscreen -Cream
	1	ETC	UH10002	1-gang, 2-button preset station
	1	Pathway	700-7111	Cognito2 Starter Console
1.3	1	Pathway	4809	eDIN DMX Installation Repeater, 12-way
	1	BCAP	Allow	Additional control materials
	500	Belden	8471	Unison Cable

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Section II - Services and Labor

\$17,241.00

	4	Hours	SI	Systems Integration Services
	4	Hours	CAD	CAD
	1	JER	Quote	Electrical Installation -Materials and (1) week of labor with 2-3 person crew
	2	Days	Crew	Installation Crew
	1	Day	LVT	Low-Voltage (control) Terminations
	1	Day	TS	Commissioning & (8) hours of Training
	1	Lot	PM	Project Management

Section III - Fixtures

\$26,020.00

		Fixtures:		
		-Barbizon shall furnish (11) custom drop ceiling inserts with (3) 1-5/8" Unistrut supports for fixtures. Assemblies to be painted flat white. Assemblies will be supported using standard fixture hanging wire from slab above. Outlets shall be powered from new dimming rack.		
		-Barbizon shall furnish and install (12) DeSisti Magis LED 3500k Fresnel's to light the dais and podium. Exact fixture placement and quantity to be determined after A/V alterations' submittals have been approved.		
3.1	11	CityT	Custom	2' x 2' x 2" metal work with Unistrut
	11	Pathway	5212 WH	Insert, Dual 5 pin XLR (M,F), White
	11	CityT	Custom	Edison duplex
3.2	12	DeSisti	LT-V90-300.150	LED MAGIS 55W - Tungsten CCT, Manual Operation - WHITE
	12	TLS	UB2B	Unistrut Bolt
	12	LEX	DMX-5P-5	5' DMX
	2	BCAP	Allow	Drywall adapter for custom mounting

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Section IV - Services and Labor

\$2,143.00

	4	BCAP Hours	SI CAD	Systems Integration Services CAD
	2	Days	Crew	Installation Crew
	0	BCAP	LVT	Low-Voltage (control) Terminations
	1	Day	TS	Commissioning & Maintenance Training
	1	Lot	PM	Project Management

Section V - LED Fluorescent Adder

\$10,668.00

	1	Barbizon shall furnish and install (57) LED Living Technology retrofit kits to replace existing fluorescent fixtures. LED fixtures shall be TRIAC dimming and re-branch to ETC dimming rack.		
4.1	57	LLT	G2CLA-30-8-T-40-1K-18-SL21	Gen 2 Claris
	1	BCAP	Allowance	Additional materials

Section VI - Services and Labor

\$12,059.00

	1	BCAP	SI	Systems Integration Services
	0	Hours	CAD	CAD
	2	Days	Crew	Installation Crew
	1	BCAP	EC	Electrical installation
	1	Lot	PM	Project Management

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Time Frames

1. Cut sheet submittals require 1-2 weeks from receipt of order. CAD drawings for control and dimming layout can be provided in 3-4 weeks.
2. Equipment requires 4-6 weeks for manufacture from return of approved submittals or written release. Custom insert fabrication can take 6-8 weeks.
3. Installation typically requires 2-3 weeks to schedule.
4. All work will be performed between 6am and 5pm, Monday-Friday. Work outside of these hours will be subject to overtime rates.

General Understandings Regarding Pricing and Work Performed

Based upon the information provided to Barbizon, the following conditions have been incorporated into our proposal. If any of these statements prove to be false, we will need to address each issue and the relative cost.

1. Guards, Escorts, and/or other required personnel will be available to open the necessary rooms at no additional cost to Barbizon.
2. Service outlets and lighting will exist and are provided by others.
3. The use of the dumpster, power, and lighting are assumed at no cost to Barbizon.
4. Work space shall be reasonably free and clear of obstructions during installations, terminations, and commissioning.
5. Re-mobilization necessitated by field conditions or coordination issues outside the direct control of Barbizon are not included in this quotation.

Not Included in Our Scope or Pricing

We have specifically excluded these items or services from our quotation:

1. Electrical or Structural Engineering. Quotation assumes all structures and services are sufficient for proposed loads. Professional Engineering services can be purchased upon request.
2. Floor protection.
3. Removal or re-installation of seats.
4. New house lighting fixtures.
5. Emergency Lighting systems or integration with fire-alarm systems.
6. Repairs to or maintenance of existing to remain equipment.
7. Fire seal concrete and drywall.
8. Relocation of HVAC, sprinkler lines or heads, or other obstructions.
9. X-ray or GPR of slab and walls.
10. Scale, Prevailing, or Davis Bacon wages.
11. Performance and Payment Bonds not included, but can be purchased at a rate of 2.2%. Please see our bonding information attached for further details.
12. Drywall, floor cutting, patch and paint not included (unless caused by Barbizon error).

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13. Cut-in and finish work and/or millwork or cabinet modifications or additions.
14. Any costs related to lead, asbestos, or mildew abatement not included.

Additional Terms and Conditions

1. **Payment Terms.**
 - a. All pricing is based upon approved credit.
 - b. Virginia state sales tax on materials will be added to invoices unless a tax exempt certificate is provided with signed contract.
 - c. A deposit of 30% will be required prior to release of equipment for fabrication.
 - d. Project will be billed in monthly progress invoices due Net 30 days, as goods and services are provided.
 - e. No work shall begin until receipt of executed contract or purchase order and deposit.
2. Work covered in this quotation is strictly limited to that which is listed above and described herein. All work not specifically called out will be considered as extra and will be billed accordingly.
3. Pricing is based upon Barbizon's standard insurance, which meets or exceeds most limits.
4. This pricing is specific to this quotation and may not be applicable to future quotations or purchases. Although individual prices may be listed, our price is for the complete scope of work, materials, and labor as listed. Changes, additions, or deletions will affect our pricing.
5. Please note that this proposal is the property of Barbizon until purchased. We rely on the integrity of the recipient to not share the details, both pricing and design, with other bidders.

Barbizon Capitol Inc.

6437-G General Green Way, Alexandria, VA 22312

Tel: (703) 750-3900 Fax: (703) 750-9047

Atlanta ♦ Boston ♦ Charlotte ♦ Chicago ♦ Dallas ♦ Denver ♦ London ♦ Miami ♦ New York ♦ Orlando ♦ Phoenix
www.barbizon.com

Barbizon's Standard Terms and Conditions for Systems

The Purchaser agrees to purchase and Barbizon Capitol, Inc. (hereinafter "BARBIZON") agrees to sell the Goods and/or Services described in the documents transmitted to the Purchaser herewith, subject to the following terms and conditions. These terms and conditions are in addition to any terms and conditions included in the proposal or bid documents attached. In the case of any conflicts, the specific terms of the proposal or bid shall have precedence over these standard terms and conditions. The Purchaser agrees these terms and conditions shall control as to any order accepted by BARBIZON, notwithstanding any terms and conditions that may be contained in any purchase order or other document of Purchaser, and BARBIZON's acceptance of any order is expressly made conditional on Purchaser's consent to such terms and conditions. Such terms and conditions will not be changed, modified, superseded or otherwise altered except by written documentation signed by an authorized representative of BARBIZON.

BARBIZON shall not be liable for missed delivery and/or inability to perform due to unforeseen circumstances or conditions, including governmental regulations, labor stoppage, casualties, fire and other causes beyond our control. Goods are shipped at Purchaser's risk and BARBIZON's obligation to deliver goods is discharged upon their delivery in good condition by the manufacturer or distributor to the carrier. Shipments are designated FOB origin or BARBIZON's warehouse. Unless specified otherwise in the proposal or quotation, BARBIZON will prepay and bill freight on ground shipments. Common carrier and expedited air shipments are sent collect unless specified otherwise. Federal, state, local taxes and assessments, duties and other charges (except for related sales tax) are the responsibility of the Purchaser.

All sales shall be prepaid unless terms are extended. If payment terms are extended, payment shall be net 30 days from date of invoice, unless otherwise specified. All payments are applied to the oldest outstanding invoice. Any unpaid balance after 30 days will be subject to 1 ½ % service charge per month. In the event of collection, all collection costs, including but not limited to storage, advertising, accounting and all costs incurred through outside collection services are to be paid by Purchaser.

It is agreed and understood by BARBIZON and Purchaser that in the event Purchaser fails to make payment of the Goods in accordance with the terms and conditions herein, all rights to the title and interest in the Goods shall revert back to BARBIZON, including without limitation any and all rights to manufacturers warranties if any, and BARBIZON shall have the right to repossess the Goods to the extent allowed by law.

Claims for shortage or damage must be made within three business days of delivery to site. Products are carefully packed and delivered in good condition to the carrier. All claims for loss or damage in transit must be made by the consignee directly to the carrier. BARBIZON will assist you in any manner possible in the presentation and enforcement of such claims without waiver of our rights to have compliance with the terms of payment of our invoice.

BARBIZON will accept returned goods only when prior authorization for such return has been obtained. Returns for credit must be in accordance with RMA procedures as established by BARBIZON and/or the manufacturer of the goods. Restocking charges of 25% plus any handling or replacing costs will be deducted from any credit back to the Purchaser.

BARBIZON, not being the manufacturer of the goods, or any part thereof, makes no representations or warranty, either express or implied as to any matter whatsoever including, without limitation, the design or condition of the goods, their merchantability, durability, suitability, or their fitness for any particular purpose (unless such goods shall have been specified by BARBIZON), the quality of the material, workmanship of the goods, or the conformity of the goods to the provisions and specifications of any purchase order relating thereto that may conflict with the above. BARBIZON hereby disclaims any such representation or warranty (which disclaimer purchaser hereby acknowledges) without limiting the generality of the foregoing. Barbizon shall not be liable or responsible for any defects, either patent or latent in the goods or for any direct or indirect damage to persons or property resulting therefrom, or from purchaser's loss of use of the goods or for any interruption in purchaser's business caused by purchaser's inability to use the goods for any reason whatsoever.

Notwithstanding the foregoing, BARBIZON agrees to assist the Purchaser in the event the Goods are deemed to be defective by working with the Purchaser and manufacturer to resolve the issue. BARBIZON shall determine whether the most effective solution is to repair or replace the materials and/or workmanship during the relevant warranty period, providing that, this clause shall in no way be deemed to be an admission or acceptance of liability by BARBIZON with respect to the design or condition of the Goods.

Barbizon Capitol Inc.

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Inter Technologies Corporation
 ITC
 PO Box 1832
 South Bend IN 46634
 United States
 www.intertech.tv

Date	Quote #
7/22/2015	20158493Q

Bill To
Accounts Payable City of Manassas 9027 Center Street Manassas VA 20110 United States

Ship To
City of Manassas 9027 Center Street Manassas VA 20110 United States

Expires	Sales Rep	Project	RFQ #	Terms
10/20/2015	Mike Wilson	City Council Room		Net 30

Ship Via	Campus	BLDG	Room #
FO13			

Item	Manufacture	Qty	Description	MSRP	Vita Disc.	Disc. of MSRP	Rate	Amount
LC80LE650U	Sharp	2	Display Devices 80 EDGE LED LCD TV 120HZ SMART TV WIFI	3,599.99	15.0%	15.0%	3,059.99	6,119.98
ITC-HDBT-RX	ITC	2	HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
ITC-HDMI-3FT	ITC	2	3ft 28AWG High Speed HDMI@ Cable - Black	40.00	10.0%	10.0%	36.00	72.00
ITC-FWM-60-100	ITC	2	Fixed wall mount for 60 ft ft-100 ft Flat Panel TV up to 100kgs/220lbs. Its automatically click-in spring lock with easily-release cord easily and securely attaches your super large flat panels to wall. Strength has been tested for a minimum of four times its stated load capacity.	300.00	10.0%	10.0%	270.00	540.00
LC70LE660U	Sharp	2	70IN LED LCD SMART TV 120HZ 4ML:1 CONT	1,799.99	15.0%	15.0001%	1,529.99	3,059.98
ITC-HDBT-RX	ITC	2	HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
ITC-HDMI-3FT	ITC	2	3ft 28AWG High Speed HDMI@ Cable - Black	40.00	10.0%	10.0%	36.00	72.00
ITC-FWM-60-100	ITC	2	Fixed wall mount for 60 ft ft-100 ft Flat Panel TV up to 100kgs/220lbs. Its automatically click-in spring lock with easily-release cord easily and securely attaches your super large flat panels to wall. Strength has been tested for a minimum of four times its stated load capacity.	300.00	10.0%	10.0%	270.00	540.00
ITC-CAT6-1000FT-BK	ITC	2	1000ft Cat6 Plenum Black	714.00	10.0%	10.0%	642.60	1,285.20
			Bench System, To include 1 monitor per two members 1 push to talk microphone per seat					
L2206cm	HP	6	22" WIDESCREEN TOUCHMONITOR	369.00	10.0%	10.0%	332.10	1,992.60
ITC-HDBT-RX	ITC	2	HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
HD-DA8-4K-E	Crestron	1	1-to-8 4K HDMI Distribution Amplifier	1,000.00	34.0%	34.0%	660.00	660.00
ITC-HDMI-15	ITC	14	15ft 28AWG High Speed HDMI Cable - Black	80.00	10.0%	10.0%	72.00	1,008.00
MX415/S	Shure	11	15inch Shock-Mounted Gooseneck Supercardioid includes surface mount Preamplifier	319.00	30.0%	30.0%	223.30	2,456.30
ITC-STP-22-P-1000ft	ITC	2	STP22P 1000 ft (300 m)	390.00	10.0%	10.0%	351.00	702.00
CNX-B4B	Crestron	11	Designer Keypad 4-Buttons Black Textured; includes 1-gang faceplate	360.00	34.0%	34.0%	237.60	2,613.60
CRESNET-P-BK-SP500	Crestron	2	Cresnet Control Cable Plenum-Rated Black 500 ft (152 m) spool	450.00	34.0%	34.0%	297.00	594.00

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Date	Quote #
7/22/2015	20158493Q

Item	Manufacture	Qty	Description	MSRP	Vita Disc.	Disc off MSRP	Rate	Amount
CNTBLOCK ITC-CAT6-1000FT-BK	Crestron ITC	2 2	Cresnet Distribution Block 1000ft Cat6 Plenum Black	170.00 714.00	34.0% 10.0%	34.0% 10.0%	112.20 642.60	224.40 1,285.20
ITC-Lectern	ITC	1	Lectern System Sleek, Stylish, Modern Lectern. Color to match environment.	10,000.00	10.0%	10.0%	9,000.00	9,000.00
MX418D/S	Shure	1	Supercardioid-18inch Desktop Gooseneck Condenser Microphone Attached 10A' XLR Cable Logic Functions Programmable Switch and LED Indicator Attached Desktop Base	431.00	30.0%	30.0%	301.70	301.70
L2206tm DVPHD-CUSTOM-GB	HP Crestron	1 1	22" WIDESCREEN TOUCHMONITOR Annotator, Switcher, and Touch Panel Graphics Engine.	369.00 17,200.00	10.0% 34.0%	10.0% 34.0%	332.10 11,352.00	332.10 11,352.00
ITC-HDBT-TX	ITC	2	HDBaseT HDMI Transmitter with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
ITC-HDBT-RX	ITC	2	HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
USB-EXT-DM-LOCAL	Crestron	1	USB over Ethernet Extender with Routing Host Module	600.00	34.0%	34.0%	396.00	396.00
USB-EXT-DM-REMOTE	Crestron	1	USB over Ethernet Extender with Routing 4-Port Device Module	600.00	34.0%	34.0%	396.00	396.00
ITC-CAT6-1000FT-BK	ITC	1	1000ft Cat6 Plenum Black	714.00	10.0%	10.0%	642.60	642.60
999-6300-000 535-2000-216	Vaddio Vaddio	4 4	Camera System Vaddio EVI-HD1 PTZ Camera Model HD1 Thin Profile Wall Mount Bracket	3,070.00 150.00	10.0% 10.0%	10.0% 10.0%	2,763.00 135.00	11,052.00 540.00
ITC-HDBT-RX	ITC	2	Recording System HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	735.66
ITC-CAT6-1000FT-BK	ITC	1	1000ft Cat6 Plenum Black	714.00	10.0%	10.0%	642.60	642.60
ITC-HDMI-8x8	ITC	1	Switching System 8x8 HDMI HDBaseT Matrix Switcher Inputs: 8 HDMI Outputs: 8 HDMI with 8 HDBaseT Mirror, RS232 passthrough	5,998.00	10.0%	10.0%	5,398.20	5,398.20
ITC-HDBT-TX	ITC	1	Feed from Camera Control Room (Sat) to chamber HDBaseT HDMI Transmitter with RS232 passthrough	408.70	10.0%	10.0%	367.83	367.83
ITC-HDBT-RX	ITC	1	HDBaseT HDMI Receiver with RS232 passthrough	408.70	10.0%	10.0%	367.83	367.83
ITC-RM-HDMI-1U	ITC	2	1 unit rack mount for ITC RX/TX/DA2/AE	150.00	10.0%	10.0%	135.00	270.00
SERVER-10	Biamp	1	Audio DSP System Up to 48 channels of I/O 1 DSP card (2 additional cards can be added) no AVB-1	6,720.00	26.0%	26.0%	4,972.80	4,972.80
SEC-4	Biamp	4	4 channel mic/line input card with acoustic echo cancellation per channel	732.00	26.0%	26.0%	541.68	2,166.72
SIC-4	Biamp	1	4 channel mic/line input card	354.00	26.0%	26.0%	261.96	261.96
SOC-4	Biamp	2	4 channel mic/line output card	312.00	26.0%	26.0%	230.88	461.76
ITC-HDMI-AE	ITC	1	HDMI Audio Extractor	700.00	10.0%	10.0%	630.00	630.00
ITC-RM-HDMI-1U	ITC	1	1 unit rack mount for ITC RX/TX/DA2/AE	150.00	10.0%	10.0%	135.00	135.00
60-848-01	Extron	1	Three Channel 70 V Combo Amplifier - 200 Watts Per Channel	1,490.00	21.0%	21.0%	1,177.10	1,177.10
ITC-CPSPK-6	ITC	16	6.5 inch 2-way pendant speaker Impedance: 8 ohms Transformer tapings :70V:32-16-8-4-2-1w and 8 ohm	240.00	10.0%	10.0%	216.00	3,456.00
ITC-SPK-16-1000ft-P	ITC	4	SPK16P 1000 ft (300 m) plenum	550.00	10.0%	10.0%	495.00	1,980.00
ITC-STP-22-P-1000ft	ITC	2	STP22P 1000 ft (300 m)	390.00	10.0%	10.0%	351.00	702.00
SLX24/SM58-G4	Shure	4	Wireless Microphone System Includes SLX2/SM58 Handheld Transmitter with SM58 Microphone	749.00	30.0%	30.0%	524.30	2,097.20
S37A	Shure	2	Desk Stand	29.00	30.0%	30.0%	20.30	40.60
SLX14/93-G4	Shure	2	Includes SLX1 and WL93 Omnidirectional Micro-Lavalier Microphone	749.00	30.0%	30.0%	524.30	1,048.60



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Date	Quote #
7/22/2015	20158493Q

Item	Manufacture	Qty	Description	MSRP	Vita Disc.	Disc. off MSRP	Rate	Amount
ITC-XLR-CBL-6	ITC	6	6ft XLR Male to XLR Female 22AWG Cable	30.00	10.0%	10.0%	27.00	162.00
LS-55-072	Listen	1	Assisted Listening System Listen iDSP Prime Level III Stationary RF System (72 MHz)	2,118.99	16.0%	16.0%	1,779.9516	1,779.95
ITC-2RCA-CBL-15	ITC	1	15ft Premium 2 RCA Plug/2 RCA Plug M/M 22AWG Cable - Black	30.00	10.0%	10.0%	27.00	27.00
PRO3 TPMC-V12-B	Crestron Crestron	1 1	Control System 3-Series Control System V-Panel Integrated 12inch VESA Mount HD Touch Screen Black includes TPMC-V-IMCW and V-CBL-S3-B	5,300.00 6,800.00	34.0% 34.0%	34.0% 34.0%	3,498.00 4,488.00	3,498.00 4,488.00
V15-WALL-B	Crestron	1	V-Panel 15inch Wall Mount HD Touch Screen Display DM CAT Black; includes WMKC-V15-B	4,400.00	34.0%	34.0%	2,904.00	2,904.00
GLS-ODT-C-CN	Crestron	2	Dual-Technology Occupancy Sensor with Cresnet 2000 Sq. Ft.	280.00	34.0%	34.0%	184.80	369.60
CRESNET-P-BK-SP500	Crestron	1	Cresnet Control Cable Plenum-Rated Black 500 ft (152 m) spool	450.00	34.0%	34.0%	297.00	297.00
ST-PC	Crestron	3	Countdown Timer Dual Power Control Module 120VAC. Includes PW-1205 Power Supply.	300.00	34.0%	34.0%	198.00	594.00
ST-RMK	Crestron	2	Rack Mount Kit for all Crestron 1/2-space modules; mounts one or two devices	150.00	34.0%	34.0%	99.00	198.00
CNRJ11	Crestron	3	4 Wire to RJ11 Cresnet Converter	150.00	34.0%	34.0%	99.00	297.00
Bench Lighting								
Rack System								
ITC-RACK-40U	ITC	1	40U 600x600 Front Glass Door & Rear	1,400.00	10.0%	10.0%	1,260.00	1,260.00
ITC-RM-B1	ITC	12	1RU BLANK PLATE	10.34	10.0%	10.0%	9.306	111.67
ITC-RMS-50	ITC	10	50PC 10-32 RACK SCREWS W	12.00	10.0%	10.0%	10.80	108.00
ITC-RM-LB2	ITC	1	10 PACKLACING BAR 2 inch OFFSET	77.50	10.0%	10.0%	69.75	69.75
TW12	Middle Atlantic	10	(12)CABLE/WIRE MGMT STRPS	17.96	16.0%	16.0%	15.0864	150.86
ITC-RM-PSC1215	ITC	2	12OUT15ARCKMNT POWER CEN	400.00	10.0%	10.0%	360.00	720.00
UPS-2200R	Middle Atlantic	1	2200VA/1650W UPS	1,736.00	16.0%	16.0%	1,458.24	1,458.24
Press Media System								
60-884-01	Extron	2	Four Output 3G-SDI Mini Distribution Amplifier	1,050.00	21.0%	21.0%	829.50	1,659.00
wall plates		5	Custom AV Wall plate				200.00	1,000.00
Hardware								
Level 2		640	Level 2 Tech, Minimum CTS Certification	100.00		51.0%	49.00	31,360.00
Level 3		80	Level 3 Tech, Minimum CTS-I Certification	150.00		50.6667%	74.00	5,920.00
Programming		120	Complete Programming and Testing, Minimum Certified Programmer Certification	150.00		50.6667%	74.00	8,880.00
GUI								
		40	Custom Touch panel GUI	150.00		50.6667%	74.00	2,960.00
Upstairs classroom Recording								
999-6300-000	Sony	1	Sony EVI-HD1 PTZ Camera	3,070.00	10.0%	10.0%	2,763.00	2,763.00
535-2000-216	Vaddio	1	Model HD1 Thin Profile Wall Mount Bracket	150.00	10.0%	10.0%	135.00	135.00
CNX-B4B	Crestron	1	Designer Keypad 4-Buttons Black Textured; includes 1-gang faceplate	360.00	34.0%	34.0%	237.60	237.60
MX395AL/B1	Shure	1	Brushed Aluminum Low Profile Boundary Mic B1-Directional 3-pin XLR	214.00	30.0%	30.0%	149.80	149.80

Subtotal	163,885.29
Shipping Cost (FOB)	0.00
Total	\$163,885.29

AGENDA STATEMENT

PAGE NO. 25

ITEM NO. 5

MEETING DATE: September 16, 2015 – Finance Committee

TIME ESTIMATE: 15 Minutes

AGENDA ITEM TITLE: Resolution 2016-03-R Amending the FY 2016 Budget by Budgeting and Appropriating \$2,847,245 of Information Technology Fund Fund Balance for the Enterprise Resource Planning (ERP) System

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** N/A

SUMMARY OF ISSUE/TOPIC:

As part of the City's adopted Strategic Plan and the City Council's Goals, the City is planning to replace its current financial, community development, tax billing, and utility billing systems environment with a modern ERP system that will be inclusive of additional complementary functional areas. In doing so, the City seeks to address several challenges in its current operations environment, including but not limited to:

- a. There is limited integration among existing enterprise applications;
- b. There are instances of several point solutions among department operations;
- c. There is a reliance on manual and paper-based departmental processes;
- d. There is limited query and reporting capabilities among department operations, and;
- e. Significant departmental information is manually tracked external of the existing system(s).

In addition to the challenges in the current environment, the City seeks to implement a system that will allow for strategic expansion of modern business processes as the City continues to evolve and grow.

In September 2014, the City retained the services of Berry Dunn McNeil & Parker (BerryDunn), an independent and objective consulting firm, to provide Enterprise Resource Planning (ERP) system software consulting services to assess the City's comprehensive system software needs, develop a Needs Analysis Report, and assist the City in selecting and implementing an ERP software solution.

From September 2014 through January 2015, BerryDunn assisted City staff by conducting fact-finding activities and developed a Needs Analysis Report that provided a prioritized list of the City's requirements and needs for an ERP solution, detailed the City's unmet business needs and inefficiencies in the current environment, and provided a recommendation for the implementation approach(es) that best meet the City's goals and objectives, together with BerryDunn's rationale for the recommendations.

From January 2015 through February 2015, the City and BerryDunn worked together to develop a request for proposal (RFP) document for an ERP system. As part of the RFP development, BerryDunn facilitated joint requirement planning work sessions with City staff to develop a list of functional and technical requirements for a new ERP system. The finalized lists of functional and technical requirements were included as an appendix for vendors to respond to in the RFP package.

In February 2015, the City issued RFP #15P006 for an ERP system and received proposals from eight (8) prospective vendors in March 2015.

From March 2015 through June 2015, the City evaluated the 8 proposals received using the criteria described in the RFP, identified a short list of vendors and conducted reference checks, and identified vendors to participate in on-site product demonstrations. Following the demonstrations, the City determined that the proposal submitted by Tyler Technologies, Inc. best met the City's needs and requirements and entered into contract negotiations with Tyler to provide the solutions and services described in the RFP and Needs Analysis. The City has successfully negotiated a Statement of Work and License and Services Agreement with Tyler for an ERP system.

The total initial cost is \$2,847,245 and will be phased in years 2016, 2017 and 2018 in six (6) separate phases beginning October 1, 2015 with the final phase completion scheduled for April 1, 2018. Ongoing operating costs include annual maintenance fees beginning in November 2016 and the continued personnel costs for the ERP Project Analyst position (approved in the FY 2016 Adopted Staffing Plan but not funded). Both of these operating costs will be addressed during the budget process for FY 2017.

This resolution will budget and appropriate \$2,847,245 of Information Technology Fund Fund Balance in the Information Technology Fund.

STAFF RECOMMENDATION: Approve Resolution 2016-03-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY): Estimated Information Technology Fund Fund Balance - \$3.4 million

BUDGET/FISCAL IMPACT:

Initial Costs:
\$1,046,966 – Software Licenses
\$1,263,746 – Implementation/Conversion
\$ 391,533 – Network Hardware/Software
\$ 85,000 – ERP Project Analyst
\$ 60,000 – Maintenance
\$2,847,245 – Total Initial Cost

Estimated Future Costs (IT Operating Budget beginning FY 2017):
\$260,000 – Annual Maintenance
\$115,000 – Annual ERP Project Analyst Position
\$375,000 – Total Estimated Future Costs (IT Operating Budget beginning FY 2017)

STAFF: Paul York, Finance & Administration Director, (703) 257-8234

**ERP Cost Summary
Through Go-Live
Total Phased Costs**

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Phase 4</u>	<u>Phase 5</u>	<u>Phase 6</u>	<u>Total</u>
<u>Ivler</u>							
License Fees	\$ 572,900	\$ 208,973	\$ 34,425	\$ 97,750	\$ 26,563	\$ 106,356	\$ 1,046,966
Implementation	188,700	144,075	57,375	89,250	42,075	52,275	573,750
Conversion	45,200	40,500	16,000	5,000	15,500	21,300	143,500
Other Services	45,806	10,500	61,600	-	4,500	52,850	175,256
Estimated Travel	43,040	43,040	43,040	43,040	43,040	43,040	258,240
3rd party**	1,650	9,120	-	-	9,120	-	19,890
Total	\$ 897,296	\$ 456,208	\$ 212,440	\$ 235,040	\$ 140,798	\$ 275,821	\$ 2,217,602
<u>Other Costs</u>							
Maintenance Fees*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OSDBA***	30,000	-	-	-	-	-	30,000
Disaster Recovery***	30,000	-	-	-	-	-	30,000
Hardware/Software	371,643	-	-	-	-	-	371,643
Consulting Services	18,833	18,833	18,833	18,833	18,833	18,833	113,000
ERP Analyst Position	85,000	-	-	-	-	-	85,000
Total	\$ 475,476	\$ 18,833	\$ 18,833	\$ 18,833	\$ 18,833	\$ 18,833	\$ 629,643
Project total	\$ 1,372,772	\$ 475,041	\$ 231,273	\$ 253,873	\$ 159,631	\$ 294,655	\$ 2,847,245

* Maintenance fees are based on the payment schedule in the Agreement first year waived and include annual maintenance fees due for years 2 (\$207,498 paid 11/1/16), 3 (\$233,456 paid 11/1/17) and 4 (\$240,460 paid 11/1/18)

** 3rd Party includes cash workstations (8 total) and signature key for check signing

*** DRS/OSDBA are annual payments due on anniversary date



**City of Manassas
ERP Needs Assessment Project**

ERP Project Finance Committee Update

The City's Contract Negotiation Team has completed contract negotiations with Tyler Technologies (Tyler). Following contract execution, implementation activities will be initiated.

Background and Timeline of the ERP System Selection Project

A request for proposal for ERP software was issued in February and vendor proposals were received in March. In early June, two short-listed vendors came to City offices for scripted demonstrations. During this week, City staff committed a large amount of time reviewing the software products proposed and asking questions to determine the best fit for the City. Shortly thereafter, the City's Evaluation Team selected Tyler to initiate contract negotiations with.

On June 23, 2015, Tyler provided the first round of contract documents to the City Contract Negotiation Team for review. After several rounds of revisions and multiple teleconference work sessions with Tyler, executable versions of the contract documents were provided to the City. The following table contains key Project Milestones:

Project Milestones	
Request for Proposal (RFP) Issued	February 19, 2015
Vendor Proposals Received	March 26, 2015
Round 1 Scoring Meeting	April 23, 2015
Reference Checks	May 2015
Vendor Demonstrations	Week of June 8, 2015
Round 2 Scoring Meeting	June 15, 2015
Tyler Identified as Preferred Vendor	June 15, 2015
Contract Negotiations Initiated	June 23, 2015

Next Steps and Planned Implementation Milestones

Following execution of the contract with Tyler, implementation activities will commence. Initial planning activities will occur in October with implementation activities beginning in December. The following table contains Planned Implementation Project Milestones:



Planned Implementation Milestones	
Project Activity	Date
Phase 1 (Financials) Initiated	December 3, 2015
Phase 2 (Revenue) Initiated	January 7, 2016
Phase 2 (Revenue) Go-Live	November 2, 2016
Phase 1 (Financials) Go-Live	December 1, 2016
Phase 3 (Payroll & Human Resources) Initiated	December 5, 2016
Phase 6 (Community Development) Initiated	January 30, 2016
Phase 4 (Work Orders) Initiated	July 4, 2017
Phase 5 (Utility Billing) Initiated	July 4, 2017
Phase 3 (Payroll & Human Resources) Go-Live	October 2, 2017
Phase 4 (Work Orders) Go-Live	January 1, 2018
Phase 6 (Community Development) Go-Live	February 1, 2018
Phase 5 (Utility Billing) Go-Live	April 2, 2018

RESOLUTION 2016-03-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 28th day of September, 2015, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
GENERAL CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
310-0000-318-15-16	CP5157	Insurance Reimbursement	\$ 121,159
310-0000-346-01-00	CP5157	Fund Balance for Deductible	\$ 5,000
			<u>\$ 126,159</u>

<u>Expenditure:</u>			
310-5157-505-39-00	CP5157	Storm Damage EG Smith Ball Complex	\$ 126,159

WATER FUND

<u>Revenue:</u>			
530-0000-318-15-16		Insurance Reimbursement	\$ 14,950
530-0000-346-04-00		Fund Balance	\$ 950
			<u>\$ 15,900</u>

<u>Expenditure:</u>			
530-3521-501-71-00		Capital Equipment – Message Board	\$ 15,900

For: Insurance Reimbursement for Storm Damage at Ball Fields

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
SPEIDEN CARPER HOUSE FUND			
<u>Revenue:</u>			
265-0000-346-01-00		Fund Balance	\$ 20,000
<u>Expenditure:</u>			
265-3160-453-39-00		Other Purchased Services	\$ 20,000

For: Fund Balance for Speiden Carper House Maintenance

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
PEG FUND			
<u>Revenue:</u>			
291-0000-346-01-00	Fund Balance	\$	129,602
<u>Expenditure:</u>			
291-1429-419-71-00	Capital	\$	129,602

For: Fund Balance for Improvements to Council Chambers

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
INFORMATION TECHNOLOGY FUND			
<u>Revenue:</u>			
608-0000-346-01-00	Fund Balance	\$	2,847,245
<u>Expenditure:</u>			
608-1434-419-11-00	Salaries – ERP Project Analyst	\$	61,000
608-1434-419-20-00	Employee Benefits	\$	24,000
608-1446-419-31-00	Professional Services	\$	2,552,245
608-1446-419-71-00	Capital – Servers	\$	210,000
		\$	<u>2,847,245</u>

For: Enterprise Resource Planning (ERP) System

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

