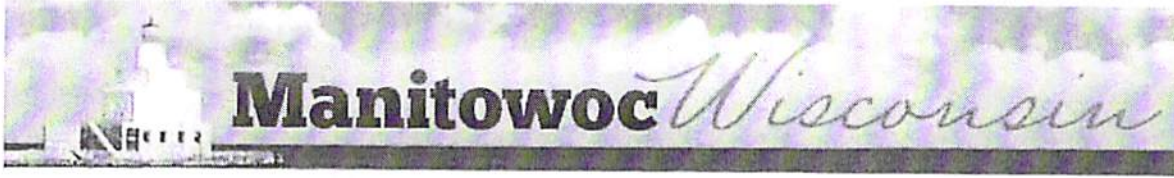


# Capital Project Request Form



Request Type:

Department:

Date:

Title of Request:

Department Priority

Linked to another project?  
 Yes  
 No

Project Request is:  New  Replacement  Modification

Estimated Useful Life:

This is a limited field, please attach documents for more detail.

Description:

Basis of Cost:  Quote  Bid  Estimate

Total Cost

Revenue (if any)  Net Cost

Will there be additional costs in future years to complete this project?

select one:  Yes  No

If yes, amount?

Finance Dept: Account

Sent to Dept:

Action:

CAWG to approve project  
cost of \$ 4,700

Verbal

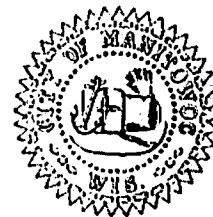
	Aye	Nay
Stwe C.	<del>✓</del>	<input type="checkbox"/>
Nick R	<del>✓</del>	<input type="checkbox"/>
Todd B	<del>✓</del>	<input type="checkbox"/>
Greg V	<del>✓</del>	<input type="checkbox"/>
Dan K	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy W	<del>✓</del>	<input type="checkbox"/>

\$6,000  
annual  
maint.  
to be  
placed  
in  
general  
fund



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



**DATE:** July 8<sup>th</sup>, 2020  
**TO:** CAWG  
**FROM:** Mayor Justin M. Nickels  
**RE:** Boards and Commissions Granicus Product – CAWG Request

Throughout the last year, I've requested a complete revamping of the Boards, Commissions, and Committees procedure that had been in place. The Clerk's Office has worked on it, my office has worked on it, and the Business Process Improvement committee has also worked on it. Improvements have been made, but my office and the Clerk's Office recently came upon a product that would not only eliminate the confusion of keeping track of the numerous boards, commissions, and committees that our city has, but also would greatly increase the efficiency and accuracy of how these are managed.

Based on my observations, this relatively small annual investment, and initial start-up cost, is well worth the time it will save us in the long run. I support the request for the funds necessary to begin using this product.

**Mayor Justin M. Nickels**

CITY HALL • 900 Quay Street • Manitowoc, WI 54220  
Phone: (920) 686-6980 • E-Mail: [jnickels@manitowoc.org](mailto:jnickels@manitowoc.org)



## First Amendment to the Granicus Service Agreement between Granicus, Inc. and Manitowoc, WI

This First Amendment to the Granicus, Inc. Service Agreement is effective on the date this document is signed and entered into by and between Granicus, Inc., a California Corporation (hereinafter referred to as "Granicus"), and Manitowoc, WI (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective 8/22/2013 (the "Agreement"); and

WHEREAS, in addition to Client's existing solution, Client wishes to add certain products and services as detailed in Q-107581, which is attached as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
3. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the provisions of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

### 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.

Manitowoc, WI	Granicus
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

# Exhibit A

## Granicus Proposal for Manitowoc, WI

### Granicus Contact

**Name:** Eric Silverstein

**Phone:** 7202770533

**Email:** eric.silverstein@granicus.com

### Proposal Details

**Quote Number:** Q-107581

**Prepared On:** 7/8/2020

**Valid Through:** 9/30/2020

### Pricing

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

**Currency:** USD

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Boards and Commissions - Setup & Configuration	Up Front	1 Each	\$2,250.00
Boards and Commissions - Online Training	Upon Delivery	2 Hours	\$450.00
<b>SUBTOTAL:</b>			<b>\$2,700.00</b>

### Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Boards and Commissions	Annual	1 Each	\$6,000.00
<b>SUBTOTAL:</b>			<b>\$6,000.00</b>

*Please note, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Exceptions include Recurring Captioning Services, SMS, and Targeted Messages.*

**Product Descriptions**

Name	Description
<b>Boards and Commissions</b>	<p>Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited boards, commissions, committees, and subcommittees</li> <li>• Unlimited storage of citizen applications</li> <li>• Access to up to one (1) Boards and Commissions site</li> <li>• Access to customizable, embeddable iFrame websites for displaying information to citizens</li> <li>• Access to a customizable online citizen application form including board-specific questions</li> <li>• Customizable forms for board details, appointment details, and internal tracking details</li> <li>• Pre-designed document PDFs for applications, board details and rosters, and vacancy reports</li> <li>• Downloadable spreadsheets for easy reporting</li> </ul> <p><i>Optional custom templates for document or report generation may also be purchased for an additional fee.</i></p>
<b>Boards and Commissions - Setup &amp; Configuration</b>	<p>Setup and Configuration for Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Configuration of up to one (1) Boards and Commissions site</li> <li>• Up to one (1) data import of historical legacy data from a previous system into Boards and Commissions</li> </ul>
<b>Boards and Commissions - Online Training</b>	<p>Boards and Commissions - Online Training is for online training for Boards and Commissions, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.</p>