



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

<b>Fiscal Years</b>	<u><b>2012</b></u>	<u><b>2013</b></u>	<u><b>2014</b></u>	<u><b>2015</b></u>	<u><b>2016</b></u>
Capital Expenditures	\$0	0	0	0	0
Operating Costs	\$0	0	0	0	0
External Revenues	<u>(\$400)</u>	<u>(\$4,800)</u>	<u>(\$4,800)</u>	<u>(\$4,800)</u>	<u>(\$4,800)</u>
Program Inc (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<u><b>\$(0)</b></u>	<u><b>\$(0)</b></u>	<u><b>\$(0)</b></u>	<u><b>\$(0)</b></u>	<u><b>\$(0)</b></u>
<b># Additional FTE</b>					
Positions (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget                      Yes X      No    

Budget Acct Number(s): Fund 0001    Dept. 490    Unit 1300    RevSrc 4900

*\*Assumes a September 1, 2012 start date for the Description of Service.*

**B. Recommended Sources of Funds / Summary of Fiscal Impact**

C. Department Fiscal Review: *Tom C. Keel 7/31/12*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. & Control Comments:**

*J. H. [Signature] 5/2/12*      *Dr. J. Jacobson 8/8/12*  
 OFMB                      Contract Administration  
*8/1/12 PM 7-31-12*                      *8-8-12 B. [Signature]*

**B. Legal Sufficiency:**

*Paul F. [Signature] 8/9/12*  
 Assistant County Attorney

*The Agreement Term is one year, without a Automatic Renewal.*

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.**

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

## **Interlocal Agreement**

This Interlocal Agreement ("Agreement") for information technology ("IT") services is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between The Town of Lantana ("Town") and Palm Beach County ("County") a political subdivision of the State of Florida.

### **WITNESSES THAT:**

**WHEREAS**, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, Part I of Chapter 163, Florida Statutes, permits public agencies as defined herein to enter into Agreements with each other to jointly exercise any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

**WHEREAS**, Town and the County have recognized the need for the Town to obtain IT services ("IT") for the purpose of gaining access to IT resources at a cost savings due to the ability of Palm Beach County Information Systems Services ("ISS") to leverage their resources for the greater good of citizen's of Palm Beach County, the State of Florida, and any public sector organization that can benefit from these services.

**WHEREAS**, Town and the County have recognized the need for the County to provide IT services to the Town and to allow the County to provide whatever IT services as the County may deem desirable as defined in the attached Exhibit(s); and

**WHEREAS**, the County and Town have demonstrated needs for these IT services and both parties are supported by local tax dollars, are stewards of public funds, and are therefore responsible for taking steps to control costs and maximize the potential use of technology in their respective organizations; and

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

**WHEREAS**, more effective, efficient, and reliable public services will result from the County and Town utilizing common IT resources rather than duplicating facilities and increasing the cost burden borne by both the County and the citizen's obtaining services from public sector organizations.

**WHEREAS**, the parties believe that additional advanced IT initiatives will come to fruition through the synergies of the County and Town working in unison; and

**WHEREAS**, in recognizing these facts, Town and the County desire to enter into such an agreement which provides for the joint use of such IT assets and establishes policies for its use by each organization.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties do mutually agree as follows:

**Section 1**     **Purpose**

The purpose of this Agreement is to provide IT services to Town for the purposes described in the attached Exhibit A. The County's IT services are further defined as any and all services related to the IT infrastructures, hardware, software, equipment, databases, applications, networks, professional services, disaster recovery services, including any IT resource under the control and direction of Palm Beach County ISS.

**Section 2**     **Approval**

The County approves of Town's participation in the use of the County's IT resources and any other services as specified in the attached Exhibit A.

**Section 3**     **Term**

The term of this Agreement, unless terminated as provided for in Section 6 herein, is for a period of one (1) year. This Agreement shall be effective as of the date it is filed with the Clerk to the Palm Beach County Board of County Commissioners also known as the Clerk of the Circuit Court of the Fifteenth Judicial Circuit in and for Palm Beach County, Florida.

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

**Section 4    Resale of IT Services**

Town shall not share or resell any portion of the County's IT Infrastructure or Services in any manner not approved of in this Agreement or without explicit written consent from Palm Beach County, which consent shall not be unreasonably withheld.

**Section 5    Exhibits**

Roles and responsibilities of the County and Town are described in the attached Exhibit A, and made a part hereof. The Exhibit(s) also set forth an issue communication, escalation and resolution process, as well as methodologies for billing and paying the quarterly service charges for IT services.

**Section 6    Termination for Convenience**

Either party may terminate its participation in this Agreement upon 90 days written notice to the other party. Notwithstanding the foregoing, each party shall endeavor to provide the other party with as much advance notice as practicable if it contemplates that it might desire to terminate this Agreement, so as to allow the non-terminating party the maximum amount of time to make alternative plans to replace the lost services/revenue. In such event, the terminating party shall pay all sums due through the effective date of the termination.

**Section 7    Indemnification**

The Town and the County recognize their respective liability for certain tortious acts of its agents, officers, employees, and invitees, and agree to be responsible, respectively, for all claims, liability, losses, and/or causes of action that may arise from any negligent act or omission due to the acts of its agents, servants, or employees. Such liability is subject to the provisions of law, including the limits included in Section 768.28, Florida Statutes, which sets forth the partial waiver of sovereign immunity to which governmental entities are subject. It is expressly understood that this provision shall not be construed as a waiver of any right or defense that the parties have under Section 768.28 or any other statute.

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

**Section 8 Insurance**

Each party agrees to maintain sufficient professional, general liability, and workers' compensation coverage, unless self-insured, regarding its respective liability throughout the term of this Agreement. This Agreement does not provide third parties with any remedy, claim, liability, reimbursement, cause of action, or other right or privilege, except the provisions hereof involving indemnification or limitation of liability of Town and the County.

**Section 9 Damage Caused by Disasters**

Should the County's IT infrastructure be damaged or destroyed by a natural or man-made event to the extent that the cost to repair or replace these services becomes economically unfeasible, this Agreement is automatically terminated at the sole discretion of the County, unless the governing bodies of both Town and County authorize its continuation and associated funding to repair or restore the affected area(s).

**Section 10 Miscellaneous**

No provision in this Agreement shall provide to any person not a party to this Agreement any remedy, claim, or cause of action, or create any third-party beneficiary rights against either party. In the event that any one or more of the provisions in this Agreement shall for any reason be held to have no force and effect, this Agreement shall, if possible, be interpreted in a manner so as to effectuate the intention of the parties. Provisions contained in this Agreement that, by their sense and context, are intended to survive the suspension or termination of this Agreement shall so survive. All disputes related to this Agreement shall in the first instance be referred to the appropriate executives of each party for resolution

**Section 11 Notice**

Any notice, request, instruction, demand, consent, or other communication required or permitted to be given under this Agreement shall be in writing and shall be delivered either by hand or by certified mail, postage prepaid, and certified return receipt requested to the following addresses or such other addresses as the parties may provide to each other in writing:

To: **TOWN OF LANTANA** : Deborah Manzo, Town Manager  
Town of Lantana  
500 Greynolds Circle  
Lantana, FL 33462

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

561-540-5000

With a copy to:

William Parker, Information Systems Manager  
Town of Lantana  
500 Greynolds Circle  
Lantana, FL 33462  
561-540-5000

To: **COUNTY:**

Robert Weisman, County Administrator  
Palm Beach County Board of County Commissioners  
301 N. Olive Avenue, 11<sup>th</sup> FL  
West Palm Beach, FL 33401  
Telephone: 561-355-2712

With a copy to:

County Attorney's Office  
Palm Beach County Board of County Commissioners  
301 N. Olive Avenue, Suite 601  
West Palm Beach, FL 33401  
Telephone: 561-355-2225

**Section 12 Entire Agreement**

This Agreement represents the entire agreement between Town and the County and supersedes all prior agreements or representations, whether written or oral, with respect to the subject matter hereof. No provision of this Agreement may be changed or amended except by written agreement signed by both Agencies. This Agreement shall be binding upon Town and the County and their respective successors and assigns.

**Section 13 Filing**

This Agreement shall be filed with the Palm Beach County Clerk & Comptroller's Office.

**Section 14 Participation**

This Agreement shall not be construed against the party who drafted the same as all parties to this Agreement have participated in drafting the same.

*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

**Section 15 Venue for Dispute Resolution**

This Agreement shall be construed in accordance with the laws of the State of Florida. Should any litigation arise from this Agreement, venue shall lie in Palm Beach County, Florida.

**Section 16 Binding Agreement**

This Agreement is binding upon the parties hereto, their heirs, successors, and assigns.

**Section 17 Subject to Funding**

Each party's performance and obligations under this Agreement are contingent upon the availability of funds lawfully appropriated for its purpose.

**Section 18 Nondiscrimination**

Both parties warrant and represent that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression.

**Section 19 Access and Audits**

The Town shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at Town's place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts/agreements, transactions, accounts and records, to require the production of such records, and to audit, investigate, monitor, and inspect the activities of Town, its officers, agents, employees, and lobbyists in order to ensure compliance with contract/agreement requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.



*Agreement with Palm Beach County and the Town of Lantana*

*Re: Palm Beach County ISS Services*

**ATTEST:**

**Sharon R. Bock, Clerk & Comptroller**

**Palm Beach County, By Its  
Board of County Commissioners**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Shelley Vana, Chair

(SEAL)

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND  
CONDITIONS**

By: Paul F. J.  
County Attorney

By: Steve Bordelon  
Steve Bordelon, Director, ISS

**Town of Lantana**

**ATTEST:**

By: Crystal D. Gibson  
Crystal D. Gibson, MPA, MMC  
Town Clerk

By: David J. Stewart  
David J. Stewart, Mayor

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

By: R. Max Lohman  
R. Max Lohman, Town Attorney

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

## **EXHIBIT A**

### **PALM BEACH COUNTY INFORMATION SYSTEMS SERVICES (ISS) NETWORK SERVICES**

The purpose of this Exhibit is to identify the roles and responsibilities of the County (ISS) and Town of Lantana ("Town ") in carrying out the terms of the Agreement regarding: Network Services as requested by Town . This Exhibit delineates the services to be provided by ISS, establishes a problem resolution and escalation procedure, and describes the associated costs and payment requirements.

#### **Section A: Annual Planning and Exhibit Review**

There will be an annual review of this Exhibit. The Exhibit will document the types of Network Services to be provided under the Agreement, as well as the annual cost of these services, and the roles and responsibilities of Town. Network Services must be approved by both ISS and Town if said connection affects the entire Network. However, all Network Services must meet the agreed-upon technical specifications.

#### **Section B: ISS's Responsibilities for Network Management**

ISS shall be responsible for the routine, day-to-day management of ISS Network. Each party shall be responsible for day-to-day administration of the Network routes which they individually own.

ISS shall be responsible for maintaining the Primary Network and all auxiliary components of the Network which exclusively serve County facilities. ISS shall also maintain auxiliary portions of the Network which service both County and Town facilities. Town shall maintain that portion of its own Network which exclusively serves its facilities.

The Palm Beach County ISS Network Services Division (ISS) shall monitor bandwidth utilization on any Network link between ISS and Town. ISS shall provide Town with access to ISS's Network on a best-effort basis and as otherwise provided for herein.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

Should ISS perform repair and maintenance functions on behalf of Town, it is with the understanding that ISS's responsibility extends only to Town demarcation point. The demarcation point is the location which defines where issues of maintenance responsibilities begin and end, considered to be ISS-owned Network equipment inside each of Town buildings or facilities connected to the Palm Beach County Network (hereinafter referred to as "Demarcation Point"). Palm Beach County ISS will be responsible for maintaining all Network infrastructures to the point of the Network equipment connection to Town Demarcation Point(s). Entrance facilities at Town locations from road to Demarcation Point belong to Town whereas the fiber within may belong to ISS.

Maintenance and restoration work provided by ISS shall be limited to the fiber optic cable and service drops, the individual fibers within the cable and service drops, and ISS routers installed at Town. ISS shall have no obligation or right to perform maintenance or restoration on any electronics or other equipment owned by Town or any third party. Notwithstanding the foregoing, should the need arise for maintenance or restoration, the parties hereto may agree to an amendment to this Agreement permitting ISS to perform maintenance or restoration on Town electronics or other equipment.

ISS shall provide maintenance to County owned and operated equipment on a 7-day/24-hour basis and may contract for repair services when deemed necessary. ISS shall abide by agreed upon security requirements of Town. In the event that an outside contractor is needed, ISS shall select, supervise, and coordinate with the contractor to complete the repair.

**Section C: Network Equipment Ownership**

ISS shall own all of its Network equipment and assets. Town shall continue to maintain ownership of its current network assets. Only ISS is permitted to connect, expand, or otherwise routinely modify its Network components. Furthermore, any and all technological changes relative to the Network will be implemented at the discretion of ISS. Notwithstanding the foregoing, ISS agrees to use its best efforts to keep pace with technological changes.

Should Town receive grant funds to assist with the construction or maintenance of the Network, any provisions, limitations, or restrictions associated with the grant(s) shall not affect or apply to ISS, and vice versa.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

**Section D: Network Connection**

Town will be provided with a fiber optic cable connection and 100 Mbps bandwidth capacity to meet Town network service requirements as specified in this Exhibit. Town shall pay all related connection costs, including the drop from the Network to Town, all equipment necessary to utilize the Network for the intended purposes of Town, all associated labor costs to connect to Town facility, and the monthly service charge, all of which are set forth in this Exhibit.

**Section E: Modifications to Network**

If Town proposes a modification or connection of a new building to the Network, it shall notify and submit any applicable construction documents to ISS at least 30 calendar days prior to the date construction activities are expected to commence. Should the planned activities of Town require the Network to be upgraded, Town shall be solely responsible for payment of all costs associated with such modifications, unless there is prior agreement by ISS to participate in a cost-sharing arrangement for the modification.

ISS shall review the modification proposals as soon as practicable and will render recommendations with regard to the proposed modification. Any modifications or connections to the Network that may cause disruption or interference of service to any Network users shall be coordinated with the appropriate technical staff of both Town and ISS. ISS agrees to perform such work at a time and in a manner to minimize disruption and interference to the Network users.

When either Town or ISS enters into a contract with an outside contractor for Network-related services which benefit only that party, the contracting party shall be individually responsible for remitting payment to the contractor performing work on the Network, and the non-contracting party shall not be responsible or held liable for such payment. However, proposed changes to the Network must be communicated in writing to ISS for review and approval. The parties however agree to comply with Network security provisions.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

**Section F: Network Interferences**

ISS shall have no requirement to purchase, install, operate, or maintain any equipment on the premises of Town . However, should any equipment owned by Town render any harmful interference to ISS's Network equipment, County may disconnect any or all Town Network connections after informing Town designated technical Point of Contact (POC) of the underlying reasons for the planned action to disconnect Town Network facilities. Immediate efforts will focus on attempting to resolve or remove the threat conditions. ISS shall be the sole party to determine if harmful interference has impacted ISS Network. County will utilize its best efforts to prevent any unanticipated Network outages should interferences be noted.

**Section G: Damage Caused by Disasters**

Should the Network sustain damage to an Auxiliary Route used only by either Town or ISS, the owning party shall determine if the cable will be repaired or replaced.

**Section H: Network Security**

The parties to this Exhibit acknowledge the potential of unlawful hacking to gain surreptitious access into confidential systems. ISS has implemented reasonable steps and safeguards as part of a Network security program, but these systems may not be able to defeat every attempt to gain unlawful access to applications or data. Each party is responsible for protecting its own applications, databases, and servers. Each party however shall review each other's security procedures and notify each other with reasonable promptness of concerns or issues regarding the same.

**Section I: Description of Services**

**A. Baseline services from ISS will include:**

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

1. Ongoing maintenance of connectivity to the demarcation point(s);
2. Central Network security will be maintained by ISS at the ISS router port that feeds Town network router connection. If necessary, security may shut down Town entire building feed to protect the networked systems from computer worms and viruses;
3. Network design;
4. Acquisition and management of Network assets;
5. Installation or relocation of Network connections, wiring upgrades, installation of bandwidth upgrades, or other specialized services;
6. Network equipment installation and maintenance;
7. Network security on ISS side of the demarcation point;
8. Monitoring of Network performance;
9. Trouble reporting and tracking;
10. Maintenance of the environmental factors in ISS's facilities and closets housing equipment crucial to the health and stability of the Network, including air conditioning, power conditioning, and UPS equipment, and;
11. Disaster recovery protection, system reliability, and stability during power outages.

**B. Town Responsibilities**

1. All intra-building Network maintenance and security within the C124 Network room of Town;
2. Ensuring that back-door connectivity behind the building router is prohibited;
3. Provisioning of its Dynamic Host Configuration Protocol (DHCP) services;
4. Building infrastructure connectivity;
5. All grid (jack), wiring identification, and tracking for Town -owned facilities;
6. Provide, where possible, Network engineers or technicians to assist with all portions of Network equipment attachments, from provisioning to troubleshooting. Initial diagnostic actions will ideally be performed by Town technical staff to evaluate whether the cause of any system problem is associated with factors under the control of Town ; and
7. Town shall ensure that Network security hardware and software is installed in order to minimize the risk of a virus and surreptitious or otherwise

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

inappropriate Network entry. Town will ensure that security procedures, hardware, and software are in place to prevent unauthorized access to ISS Network from Town Network property.

8. Town may request changes in Network equipment attachments services. Requests for changes shall be submitted to ISS Director, or designee, for action. Town shall be advised of the disposition of the request within thirty (30) calendar days of submission. Such request shall include extension of Network services to additional sites indentified by Town. Town shall be responsible for all reasonable costs associated with requested changes to Network services approved by ISS, which approval shall not be unreasonably withheld.
9. Town will provide, at its expense, the following equipment and facilities at each Town building (if required):
  - An environmentally stable and secure area large enough to accommodate a 19"-wide rack with a height up to 7 feet. This area shall contain two (2) dedicated electrical circuits for providing power to the switching equipment;
  - Air conditioning units which deliver a capacity of BTUs to the equipment room as specified by the manufacturer of equipment installed at Town site; and Town shall periodically monitor to ensure temperatures are within acceptable limits.
10. Town shall adhere to a documented plan of security strategies deployed to prevent unauthorized access into the physical location(s) where Network access could be gained. Further Town shall ensure that it has robust and efficient security software and procedures in place to prevent unauthorized access to the Network.
11. Town shall promptly pay for ISS's reasonable charges, such charges being set out in Section N of this Exhibit A, which will be invoiced quarterly.

**Section J: Availability of ISS Network Services**

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

ISS will provide Town with access to the ISS Network on a best-effort basis. ISS's goal will be to provide 99.9% availability. ISS reserves the right to prioritize its maintenance and recovery efforts, while at the same time providing availability to Town .

In the event that Network availability is documented by ISS and declared by Town to be less than 99.9% for two (2) consecutive months, Town shall not be liable for service charges beyond the date of said declaration of non-performance until service is satisfactorily restored. The reduction of previously paid or dismissal of unpaid service fees will be calculated on a pro-rata basis.

ISS will monitor Town utilization of the Network to ensure sufficient capacity. Should the sustained Network usage exceed 60% for a period of 30 days or more, ISS will initiate a bandwidth upgrade. Estimated upgrade completion time is within 60 days.

**Section K: Protocol for Reporting Network Service Problems**

All service issues should be reported to Town 's IT support staff. If Town 's initial diagnosis of the reported problem indicates that it is related to Network connectivity (e.g., connection lost, slow response time) rather than a problem at the application, server, or desktop computer level, the IT technician should immediately report the service problem to the ISS Network Operations Center at 561-355-6700. All service problems reported by Town will be recorded and tracked in ISS's Automated Help Desk System until problem resolution and service restoration. Response time service levels are established at the time the call is reported based on the severity of the issue. The service level target for problem diagnosis and response to Town is within one (1) hour of the reported problem. ISS also employs an escalation process for problems which are not resolved according to the established standards.



*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

**Section L: Access for Network Service and Maintenance**

ISS shall coordinate with and obtain prior written approval from Town designee as to the time of any planned maintenance, repair, or installation work. However, Town shall provide ISS with access to its equipment on a 24-hour/7-day per week basis. During normal business hours, ISS shall ensure that all ISS personnel or contractors representing ISS sign in prior to commencing any work, and sign out prior to leaving the facility. On weekends, holidays, or after normal business hours, ISS's representative shall call Town to report any emergency that requires access to any Town facility. Town shall make reasonable efforts to arrange for access of ISS's personnel as quickly as possible.

ISS shall supply Town with a list of authorized ISS employees who will carry in their possession badges for identification purposes. All individuals permitted access to Town by ISS must be fingerprinted and shall be subjected to a "background check". All of ISS's contractors' employees, agents, contractors, and subcontractors must undergo a background check and fingerprinting in accordance with FBI CJIS security policies.

ISS represents that it has verified, prior to entering into this Exhibit, that neither ISS nor County's contractors, nor any of their respective employees, agents, or representatives who have been convicted or who are currently under investigation for a crime delineated in Florida Statutes §435.04 shall have access to Town buildings under the Agreement.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

**Section M: Issue Escalation Contacts:**

**Palm Beach County ISS**

Palm Beach County 24x7 Network Services Help Desk: 561-355-6700

Michael Butler, Director of ISS Network Services:  
561-355-4601 (office)  
561-722-0850 (cell)

Phil Davidson, Deputy Director of ISS Operations:  
561-355-3956 (office)  
561-722-3349 (cell)

Steve Bordelon, Director of ISS:  
561-355-2394 (office)  
561-386-6239 (cell)

**Town Information Services**

Name, Title: William Parker, Information Systems Manager  
Phone (office): 561-540-5026  
Phone (cell)

**Section N: Fees and Charges for Network Connectivity and Related Services**

One of the goals of this Agreement is to establish the lowest competitive pricing for ISS's Network Services provided to Town.

Palm Beach County ISS will serve as project manager and incur all costs associated with the installation and connection of the Network and Network equipment at Town building. Town will be responsible for reimbursement to ISS of said costs, estimated at the time of Agreement to be \$0, as described in the Table below.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

Service charges will be assessed on a monthly basis, and ISS will invoice Town quarterly as shown in Table below.

<b>Town of Lantana Network Service and Billing Matrix</b>							
<b>Location</b>	<b>Service Start Date</b>	<b>Band-width</b>	<b>Installation Charges *</b>	<b>Monthly County Charges</b>	<b>Monthly FL LambdaRail ("FLR") Charges **</b>	<b>NWRDC Charges ***</b>	<b>Yearly Charges excluding Installation</b>
Town Hall 500 Greynolds Cir Lantana	8/1/2012	10 Mb	\$0.00	\$300	\$100	\$0.00	\$4,800.00
<p>*This is an estimated cost. The actual final cost for this installation will be billed to the customer as a one-time invoice based on (1) billing statement from the vendor for this work and (2) the actual cost to PBC ISS of the equipment installed.</p> <p>** FLR charges The County this fee to connect Town to the FLR via PBCnet. This fee is set by the agreement between the County and the FLR and is subject to change. This fee is a direct pass through cost to Town (See Section N1 Cost Components)</p> <p>*** An additional service charge of \$100 per month will be added for connectivity to the Northwest Regional Data Center (NWRDC) located in Tallahassee, FL if Town chooses to use the NWRDC for hosting services. Town may contract directly with NWRDC for hosting services or may use ISS provided hosting at NWRDC. If Town chooses to utilize ISS provided hosting, a separate fee schedule for Hosting Services will be provided. Charges shall be assessed on a quarterly basis, and ISS will invoice Town quarterly.</p>							

**N1. Cost Components**

The monthly FLR fee identified above includes direct costs incurred by ISS to connect to the FLR. In the event the Board of Directors of the FLR implement a pricing change, ISS agrees to review the financial impact and make appropriate rate adjustments on an annual basis.

*Agreement with Palm Beach County and Town of Lantana*

*Re: Palm Beach County Network Services*

**N2. Billing and Payment**

The County shall submit quarterly invoices to Town which shall include a reference to this Agreement and identify the amount due and payable to the County. Payment will be made within 45 days of a proper invoice in accordance with the Local Government Prompt Payment Act, Section 217.70, et al., Florida Statutes, as amended, which also establishes a process and remedies for non-compliance.

Upon Town request for assistance, the ISS Director may, at his/her discretion, permit staff resources to assist Town in the execution of certain Information Technology responsibilities. ISS provides a myriad of Network Services besides gaining access to the Palm Beach County Fiber Network (PBCnet). These additional services can be requested by submitting a Task Order (Attachment 1). These services are charged at the rate of \$125 / hour with a not-to-exceed cost of \$50,000 per Task Order. These services may also require the purchase of additional resources, including but not limited to hardware and software. Town is responsible for all associated costs for these additional resources. An estimate for each Task Order will be available upon request by the Town. Town agrees to fully reimburse ISS for all costs associated with the rendering of ISS staff assistance and/or information technology resources.

ISS reserves the right to review the fees for this Agreement on a yearly basis and make appropriate rate adjustments. Should an increase be warranted, 60 days notice will be provided. Any such appropriated rate adjustments shall be reduced to writing via an Amendment to this Agreement to be executed by all parties.



Attachment 1  
Palm Beach County  
**Information Systems Services**  
Task Order < \$50,000

Task Order #:

Original Agreement #R:

Organization requesting services: Town of Lantana

Type of Service:

Location of Service:

Contact Name:

Contact Phone:

Contact eMail:

Requested Date for Completion:

Description of Service/Deliverables +/-

Estimated Amount:

ISS Project Manager/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Project Office: \_\_\_\_\_ Date: \_\_\_\_\_

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: Steve Bordelon, Director, ISS

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

Town of Lantana

\_\_\_\_\_  
COUNTY ATTORNEY

\_\_\_\_\_  
Print Name: