

Bismarck *Finance Department*

MEMORANDUM

TO: Jason Tomanek
FROM: Sheila Hillman *SH*
DATE: May 31, 2016
SUBJECT: Approval of Service Contract with Vanguard Appraisals, Inc.

Please place this item on the consent agenda for the City Commission meeting on June 14, 2016.

The City currently has a contract with Vanguard Appraisals, Inc. for our computer assisted mass appraisal (CAMA) system for Assessing. Vanguard has an archive module that allows assessments to be digitally stored and accessed. Assessing would like to have an archive done for the annual assessment roll. The annual cost is \$3,600 with a six year contract with funding from Assessing's current budget. The contract is attached for Commission approval.

Enclosure

SERVICE CONTRACT

Archive Module 1st – 6th processes

This agreement is made and entered into by and between Vanguard Appraisals, Inc. (hereinafter referred to as "Vanguard") and the Bismarck City, ND, (hereinafter referred to as "Client").

WHEREAS, Vanguard is the owner of Vanguard Computer Systems CAMAvision™ and the Client is presently using or desires to use said system and in connection with such use Vanguard agrees to provide the Client with the following services as applicable:

1. **TERM.** This contract is for six processes. Vanguard shall provide the client's chosen reports on a single CD. Additional CD's will be prepared if the reports are too large to be contained on one CD. All time for obtaining the client's data, installation, training and Vanguard's staff travel time will be charged as per item 5. See item 5 for additional CD copies. Vanguard reserves the right to collect the total amount of the contract fees should the client choose to terminate the contract prior to processing.
2. **INSTALLATION AND TRAINING.** Vanguard shall provide the client's chosen reports on a single CD. Additional CD's will be prepared if the reports are too large to be contained on one CD. All time for obtaining the client's data, installation, training and Vanguard's staff travel time will be charged as per item 5. See item 5 for additional CD copies.
3. **ENHANCEMENTS, UPDATES AND REVISIONS.** As we continue to improve on the basic program, and work on suggestions from clients, service contract holders will automatically receive all updating information; i.e. cost table revisions, current function enhancements, etc. However, this service contract does not include future programs such as, but not limited to, the professional version, income module, data conversion due to software rewrite because of operating system changes, data conversion from other vendor's software, etc.
4. **CONSULTATION.** All service contract holders have unlimited telephone consultation privileges which relate to Vanguard Computer Systems (VCS). All non-VCS telephone consultation will be charged at the normal telephone service fee rate (call for current rate). The first fifteen (15) minutes each month (non-accumulative) will be free. Service PLUS contracts for additional time may be purchased at a reduced service fee rate (call for rate).
5. **ADDITIONAL SERVICES.** Additional CD's may be ordered for resale to the public at \$25.00 per CD. Additional training, installations and on-site consultation, such as hardware troubleshooting, non-VCS software training, etc. shall be available at our normal service fee rate (call for current rate). All staff travel time will be charged at the per diem rate. Service PLUS contracts for additional time may be purchased at a reduced service fee rate (call for rate).
6. **ADDITIONAL INSTALLATIONS.** If additional copies of the program were installed on additional computers in the client's office, the terms of this agreement shall apply to additional installations in the same manner as the original installation.

Payment Schedule:

License - ARC0090		
Archive Module (Based on 25920 parcels with prc report.).....	\$ 27000.00	[\$4500.00/process]
Less Multiple Process Discount	\$ 5400.00	[\$900.00/process]
Total:	\$ 21600.00	[\$3600.00/process]

VANGUARD APPRAISALS, INC.

By: _____
Brad M. Miller, Senior Vice President/CIO
Dated: May 18, 2016

Bismarck City

By: _____
Mayor
Dated: _____