



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 12/07/22

Originating Department: I.T.

Agenda Title: Resolution authorizing and directing the Town Manager to execute the renewal agreement with DocuSign for electronic workflow and electronic forms.

Approved by Town Manager: Bambi McKibbon-Turner **Date:** 12-01-22

Cost of Item: \$13,691.33 **Funding Source:** _____

Account Number: 001-51-512-110-49303 **Finance Signature:** Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2022.12.01 17:01:22 -05'00'

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution 86-12-22

Renewal Agreement

Please initial one:

P.M. Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

This item is seeking approval to renew the annual agreement with DocuSign. The Town Manager entered into an agreement with DocuSign in November 2021, to provide staff with the ability to sign forms electronically, using electronic workflow, in order to maximize efficiencies and productivity, and to eliminate paper forms. The amount of the initial agreement was \$26,620.00 and included implementation services and usage for the first year. This renewal covers usage of DocuSign for 12/1/2022 – 11/30/2023.

The Town Manager takes full responsibility for not seeking authorization to sign the agreement through

resolution. Funding for DocuSign was appropriated, but approval to sign was not initiated as required. The agenda request form serves to correct this oversight.

Recommended Motion:

I move to adopt Resolution 86-12-22

RESOLUTION 86-12-22**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO EXECUTE THE RENEWAL AGREEMENT WITH DOCUSIGN; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Lake Park, Florida ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons; and

WHEREAS, the Town Manager has presented to the Town Commission the renewal Agreement ("Agreement") between DocuSign and the Town of Lake Park, a copy of which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Town Commission has reviewed the provisions of the renewal Agreement and has determined that it is in the best interest of the Town to approve the renewal Agreement; and

WHEREAS, Town Manager is recommending such approval.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The Town Commission hereby approves the renewal Agreement between DocuSign and the Town of Lake Park as set forth in Exhibit A and authorizes and directs the Town Manager to execute such Agreement.

Section 3. This Resolution shall take effect immediately upon its adoption.



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Dec 1,
2022

Prepared By: Whitney Miller
Quote Number: Q-00937164

Item 11.

ORDER FORM

Address Information

Bill To:

Town of Lake Park
535 Park Ave,
West Palm Beach, FL, 33403
United States

Ship To:

Town of Lake Park
535 Park Ave,
West Palm Beach, FL, 33403
United States

Billing Contact Name:

Paul McGuinness

Billing Email Address:

pmcguinness@lakeparkflorida.gov

Billing Phone:

+1.561.881.3303

Shipping Contact Name:

Paul McGuinness

Shipping Email Address:

pmcguinness@lakeparkflorida.gov

Shipping Phone:

+1.561.881.3303

Order Details

Order Start Date: Dec 1, 2022

Order End Date: Nov 30, 2023

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro for Gov - Envelope	Dec 1, 2022	Nov 30, 2023	2,000	\$11,222.40
Enterprise Premier Support	Dec 1, 2022	Nov 30, 2023	1	\$2,468.93

Grand Total: \$13,691.33

Product Details

eSignature Envelope Allowance: 2,000

Overage/Usage Fees

eSignature Enterprise Pro for Gov - Env (Per Transaction): \$9.40

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No: ☒ Yes

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No: ☐ No

If yes, please complete the following:

PO Number:

PO Amount: \$


By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:  DocuSigned by:
D5554F0ED2394BA...

Name: John D'Agostino
Job Title: Town Manager
Date: November 23, 2022

**DocuSign,
Inc.**

Signature:  DocuSigned by:
124D3BDF35C84CC...

Name: Claire Geisse
Job Title: Revenue Operations Sr Manager
Date: November 23, 2022

DS
