



STAFF MEMO: **FINANCIAL**

TO: Honorable Mayor and City Council Members
FROM: Sara Leaders, PE, Public Works Director
DATE: Submitted on February 6, 2024, for the February 21, 2024, Regular City Council Meeting

DocuSigned by:
Sara Leaders
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AGENDA ITEM: Approval of Change Order #1 to the Software Subscription Agreement between the City of Milton and Verizon Connect Fleet USA LLC for the Addition of GPS Tracking Software to City Assets.

PROJECT DESCRIPTION

The Contractor currently provides GPS tracking equipment and software for 18 administrative fleet vehicles. This Change Order reflects the addition of four (4) non-powered asset tracking subscriptions and equipment for the City's four (4) variable message boards. Because these are mobile assets and are used by various departments, it is important to know the location at any time.

PROCUREMENT SUMMARY

Purchasing method used: Contract Addendum
Account Number: 100-4101-523850100
Requisition Total: \$405.60 (Increase PO24156 by \$405.60)

REVIEW & APPROVALS

Financial Review: Karen Ellis, Finance Director – February 6, 2024
Legal Review: Jennifer McCall, Jarrard & Davis, LLP – January 8, 2024
Concurrent Review: Steven Krokoff, City Manager
Attachment(s): Change Order #1

DocuSigned by:
Karen Ellis
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DocuSigned by:
Steven Krokoff
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**CHANGE ORDER #1 TO THE VERIZON CONNECT FLEET USA AGREEMENT AND
ADDENDUM NO.1 – Vehicle Tracking Subscription and**

WHEREAS, the **CITY OF MILTON, GEORGIA** (“City”) and **VERIZON CONNECT FLEET USA LLC** (“Service Provider”) entered into that certain Vehicle Tracking Subscription Agreement and Addendum No. 1 dated June 19, 2023 (“Agreement”), which is incorporated herein by reference; and

WHEREAS, pursuant to Section 2-626(b)(6) of the City’s Purchasing Policy, the City has selected the Contractor as a “brand name” provider of this service due to the operational effectiveness of combining the additional service with Contractor’s preexisting HVAC maintenance services for the City; and

WHEREAS, the City and the Contractor desire to amend the Agreement by adding additional services and equipment and hereby increasing the annual amount accordingly; and

WHEREAS, the terms of this Change Order #1 shall be incorporated into the Agreement by the references herein.

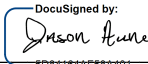
NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. **Exhibit “A”** of the Agreement shall be amended by including the Services Order Form attached hereto as Exhibit A.1. This increase to the annual amount reflects the addition of a \$405.60 annual cost for four (4) non-powered asset tracking subscriptions for the City’s four (4) variable message boards, as described in **Exhibit A.1** attached hereto and incorporated into the Agreement by reference herein. If Customer and Service Provider subsequently agree (via Purchase Order) to add additional equipment or vehicles to the scope of services, the same will be subject to the terms and conditions under the Agreement and any such Purchase Orders shall be attached as addenda to the Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused this Change Order to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CONTRACTOR: VERIZON CONNECT FEEL USA, LLC

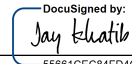
By:  DocuSigned by:
Jason Aune
5D84164AF58A401...

Print Name: Jason Aune

Its: Member/Manager

Date: Feb-05-2024

Attest/Witness:

 DocuSigned by:
Jay Khatib
55661CEC84FD4CB...

Print Name: Jay Khatib

Its: _____
(Assistant)

CITY: CITY OF MILTON, GEORGIA

By: _____
Peyton Jamison, Mayor

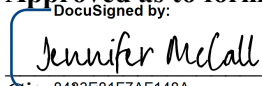
[CITY SEAL]

Date: _____

Attest:

Print Name: Tammy Lowit
Its: City Clerk

Approved as to form:

 DocuSigned by:
Jennifer McCall
8483F81E7AE148A...
City Attorney

2/6/2024

EXHIBIT A.1

SERVICES ORDER FORM



Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com

GENERAL INFORMATION					
Order Date: December 14, 2023		Customer Reference Number:		VCF Salesperson Name: Jay Khatib	Region: CA
Company Name: City of Milton GA			Officer or Owner: David Bergmaier		Telephone: 6782347160
Address (Mailing or Invoicing Address): 2006 HERITAGE WALK			Officer/Owner Email Address: david.bergmaier@miltonga.gov		Cell Phone:
City: Milton	State: GA	Zip Code: 30004-5892	Installation Contact if other than Officer/Owner:		Telephone:
Please advise your VCF scheduler if there are multiple shipping or installation addresses			Accounts Payable Contact, if other than Officer/Owner:		Telephone:
			Email:		

SUBSCRIPTION SERVICES:			
QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
4	Non Powered Asset Tracking Subscription	8.45 USD	33.80 USD

TOTAL Monthly AMOUNT	33.80 USD
Agreement Length: 12 Months from the Subscription Start Date. The billing and Service Term shall commence upon the earlier of (i) installation of any Equipment into a Vehicle, or (ii) ninety (90) days from the shipment of the Equipment.	Excludes Applicable Taxes and Fees

ONE-TIME FEES (per Occurrence):			
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE
	Total One-Time Fees		0.00 USD
	COVERT INSTALLATION: Unknown		EXCLUDES APPLICABLE TAXES AND FEES

ORDER TERMS:
Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect Fleet USA LLC (VCF) and GSA Schedule 47QTCA22D00DD that are in effect as of the date the order was received by VCF. The GSA Schedule terms and conditions are available at https://www.gsaaadvantage.gov/ref_text/47QTCA22D00DD/0Y078X.3TQK3L_47QTCA22D00DD_47QTCA22D00DD-3-3-2023-697104.PDF . If, in accordance with the terms of the GSA Contract, Customer and VCF have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order, if there are any discrepancies in the Addendum language and the GSA Schedule, the GSA Schedule Terms and Conditions shall supersede. All orders are subject to product availability. If an item is not in stock at the time you place your order, we will notify you immediately. Unless otherwise specified, this Order Form is valid for 30 days after the Order Date. Please remit a signed copy of this Order Form to your VCF Salesperson within the validity period.
INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):
Four NonPowered Assets - David Bergmaier David.Bergmaier@miltonga.gov (678) 234-7160

5055 NORTH POINT PKWY

Alpharetta, GA 30022-3074

Fax: (781) 577-4793

SERVICES ORDER FORM

Customer Service: 1-844-617-1100

Customer Service:

www.verizonconnect.com



Customer Name: City of Milton GA		
By (signature)	Date:	