



Jackson County, Missouri

Request for Legislative Action

REQUESTED MEETING DATE: 06/03/2024 **SPONSOR:** Megan L. Marshall

To be completed by the County Counselor's Office:

NUMBER: 21642 **ASSIGNED MEETING DATE:** 06/03/2024

STAFF CONTACT: Tedi Rowland **PHONE:** 816-881-3246

EMAIL: trowland@jacksongov.org

DEPARTMENT: County Clerk's Office

TITLE: A RESOLUTION awarding a contract for an upgrade of hardware and software maintenance for use by the Office of the Clerk of the County Legislature to Granicus of St. Paul, MN, at an actual cost to the County in the amount of \$7,652.14, as a sole source purchase.

SUMMARY:

The Clerk of the County Legislature's Office currently uses Granicus Encoding, Open Platform Suite, and Meeting Efficiency Suite for Legislative meetings.

The Clerk Office has a need to upgrade its proprietary encoder appliance hardware and software maintenance at the County Legislature's Independence location.

The hardware upgrade and annual software maintenance agreements are considered sole source purchases, as they can only be provided by the hardware and software's developer. Pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing and the County Clerk recommend the award of a contract for a hardware upgrade and software maintenance and support for use by the Office of the Clerk of the County Legislature to Granicus of St. Paul, MN, at an actual cost to the County in the amount of \$7,652.14, as a sole source purchase.

FINANCIAL IMPACT: NO

YES

Amount	Fund	Department	Line-Item Detail
<u>\$ 7,653.00</u>	<u>001</u>	<u>0201</u>	<u>56662</u>

ACTION NEEDED: AWARD A CONTRACT

ATTACHMENT(S): Sole Source Memo
Granicus Proposal/Agreement
Fiscal Note

2024
Independence encoder

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$4,770.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$1,325.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$132.50
SUBTOTAL:			\$6,227.50

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,424.64
SUBTOTAL:			\$1,424.64

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Granicus Encoding Appliance Software (GT)	\$1,524.36	\$1,631.07
SUBTOTAL:	\$1,524.36	\$1,631.07

PRODUCT DESCRIPTIONS

Solution	Description
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
US Shipping Charge C - Large Item	US shipping of a large item

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-351688 dated 10 May 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Jackson County MO to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-351688 dated 10 May 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

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.

Jackson County MO	
Signature:	
Name:	
Title:	
Date:	



MARY JO SPINO

CLERK OF THE COUNTY LEGISLATURE

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Kansas City, Missouri 64106
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coclerk@jacksongov.org

Independence Office
201 West Lexington Avenue,
Independence, Missouri 64050
(816) 881-1626/Fax: (816) 881-

TO: CRAIG REICH, SENIOR BUYER

FROM: MARY JO SPINO, CLERK OF THE COUNTY LEGISLATURE

DATE: MAY 15, 2024

RE: GRANICUS ENCODER AND SOFTWARE – SOLE SOURCE

Granicus is the County's sole source provider of Legislative Meeting and Agenda Services primarily used by the County Clerk's Office. Services Include postings, agenda, video recordings, and live streaming for the legislative meetings in Kansas City and Independence. The Granicus software and hardware were upgraded in 2019 to the latest software version with high-definition compatible encoders included.

The Independence meeting location for the Jackson County Legislature is in need of an upgraded encoder and associated software, to facilitate a return to holding meetings at that location.