

Subject: Authorize the City Manager to Execute Task Order No. 1 with Tekmate LLC to Assist the City in Implementation of Gmail to Replace Existing Email Solution

Agenda of: **June 27, 2013**

Council Action:

Manager: Recommend approval.

City Manager: Carol Shade for Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s): Task Order No. 1 with Tekmate LLC

Summary Statement.

The purpose of this Action Memorandum is to authorize the City Manager to addend the Tekmate contract to include implementation of the Gmail services to replace the City's current Email solution. The is will include setting up Google Apps for Business account and domain (dillinghamak.us) with Gmail and assisting the City with the download and installation of sync tools to migrate the current emails and mailboxes to the new system.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 27, 2013.

SEAL:



Alice Ruby
Alice Ruby, Mayor

ATTEST:

Janice Williams
Janice Williams, City Clerk

TASK ORDER

TASK ORDER NUMBER: 1

PROJECT NAME: Implement Gmail Service

This Task Order pertains to an Agreement by and between the City of Dillingham ("OWNER") and Tekmate ("CONSULTANT") dated August 1, 2011 ("the AGREEMENT"). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

Assist the City in implementation of Gmail to replace existing email solution.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

1. Set up Google Apps for Business account and domain (dillinghamak.us) with Gmail
2. Download and install syn tools on computers for users that Consultant supports via logmein.
3. Configure sync tool
4. Verify when bandwidth dictates the sync is complete.
5. Setup outlook to point to the new gmail accounts where applicable.
6. Migrate users to Gmail.

PART 3.0 OWNER'S RESPONSIBILITIES

The City shall provide information to Consultant necessary for the performance of this task order.

PART 4.0 DELIVERABLES AND TIME PERIOD

Complete migration and implementation by approximately August 1, 2013.

PART 5.0 PAYMENT TO CONSULTANT

The fee to be paid to Google would be based on \$50 per mail box per year in advance, realizing a \$10 per mail box per year savings. It is estimated that we would need 60 mail boxes. In addition a payment of \$750 to Tekmate for set up and implementation per Quote 11003 dated 6/7/13.

This Task Order is executed this 27th day of June 2013.

City of Dillingham
"OWNER"

By: Rose Loera

Tekmate
"CONSULTANT"

By:

Signature: _____
Title: City Manager

Signature: _____
Project Manager