

BILL NO. 461

ORDINANCE NO. 443

INTRODUCED BY: Trustees Slama, Young, Graves, Fortune and Whitmore

AN ORDINANCE APPROVING AN AWARD OF CONTRACT FOR TECHNOLOGY SUPPORT PROGRAM AND HARDWARE PROCUREMENT, AUTHORIZING NOTICE OF INTENT TO AWARD AND EXECUTION OF CONTRACT

WHEREAS, an invitation for public bids was published and issued on Tuesday, September 2, 2014, and were received and opened Monday, September 29, 2014, and

WHEREAS, The Brain Mill, Inc. was the lowest and deemed to be the most responsive bidder in the sum of \$11,540.00 for hardware and \$310.00 for the ongoing monthly maintenance; and

WHEREAS, the Board of Trustees wishes to accept such bid

NOW THEREFORE, BE IT ORDAINED, by the Board of Trustees of the Village of Twin Oaks, St. Louis County, Missouri, as follows:

Section 1. The bid of The Brain Mill, Inc. as referenced above and incorporated herein as EXHIBIT "A", is accepted by the Board of Trustees.

Section 2. The Village Clerk/Controller is authorized to give Notice of Intent to Award and execute the Contract between the Contractor and the Village, said Contract having been a part and portion of the bid packet for the project.

Section 3. This Ordinance shall be in full force and effect from and after its passage as by law provided.

PASSED and APPROVED this 15th day of October, 2014.

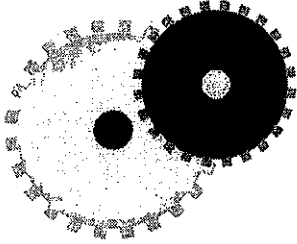
Dennis L. Whitmore
Dennis L. Whitmore, Chairman
Board of Trustees

ATTEST:

Kathy A. Runge
Kathy A. Runge
Village Clerk/Controller

First Reading 10-15-14

Second Reading 10-15-14



The Brain Mill, Inc

Putting Our Brain Power to Work for You.

Village of Twin Oaks
1393 Big Bend Road, Suite F
Twin Oaks, MO 63021

September 29, 2014

Re: Technology Support Program and Hardware Procurement

The Brain Mill looks forward to using our more than 20 years of experience to enhance your technology usage.

Enclosed you will find the detailed proposal responding to the RFP regarding the Technology Support Program and Hardware Procurement. The attached proposal shows both a hosted option as well as an on-site server.

Please review the attached pricing options and let us know if you have any questions or concerns so we can discuss in more detail.

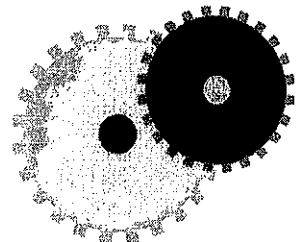
Also enclosed is a reference list and I encourage you to talk with any of them to increase your confidence that The Brain Mill is the correct choice to handle your technology needs.

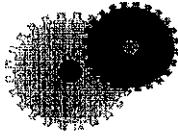
Sincerely,

Brian Mehl
President
bmehl@thebrainmill.com

*Prices on 2nd & 3rd
pages.*

4946 Washington Blvd
St. Louis, MO 63108
314-454-0348 www.thebrainmill.com





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Hosted Solution

Files and email stored using Google for Governments.
 No onsite network file share.
 See following pages for complete details.

CONTRACT PRICE

<u>A</u>	<u>B</u>	<u>C</u>
Hardware	Network	Data Migration
(One Time Cost)	(One Time Cost)	(One Time Cost)
\$ 8040.00	\$ Included	\$ 2200.00
<u>D</u>	<u>E</u>	<u>F</u>
Hardware	Network	Other
(Monthly Support)	(Monthly Support)	(Monthly Support)
\$ Included	\$ Included	\$ 230.00
Total (One Time Cost) (A & B & C)	\$ 10,240.00	
Total Ongoing Monthly Cost (D & E & F)	\$ 230.00	

SIGNATURE OF BIDDER

If an Individual

By: Brian Michel
 (signature of individual)

doing business as The Brain Mill, Inc.

Business address 4946 Washington Blvd.

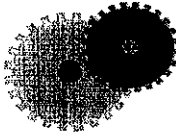
St Louis, MO 63108

Phone No. 314-454-0348

Date 9/29/2014

If a Partnership

By _____



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Onsite Server

Email stored using standard Pop Accounts.
 Files shared using a Windows 7 Pro in a Peer to Peer Network.
 See following pages for complete details.

CONTRACT PRICE

<u>A</u>	<u>B</u>	<u>C</u>
Hardware	Network	Data Migration
(One Time Cost)	(One Time Cost)	(One Time Cost)
\$ 8,940.00	\$ Included	\$ 2,600.00
<u>D</u>	<u>E</u>	<u>F</u>
Hardware	Network	Other
(Monthly Support)	(Monthly Support)	(Monthly Support)
\$ Included	\$ Included	\$ 310.00
Total (One Time Cost) (A & B & C)	\$ 11,540.00	
Total Ongoing Monthly Cost (D & E & F)	\$ 310.00	

SIGNATURE OF BIDDER

If an Individual

By: Bar Muhl
 (signature of individual)

doing business as The Brain Mill, Inc.

Business address 4946 Washington Blvd.

St Louis, MO 63108

Phone No. 314-454-0348

Date 9/29/2014

If a Partnership

By _____

"Exhibit A"

Village of Twin Oaks

Technology Support Program and Hardware Procurement

P R O P O S A L

September 29, 2014

The Brain Mill, Inc.
4946 Washington Blvd.
St. Louis, MO 63108
Federal / State Tax ID: 43-1834015

GOAL The goal of this project is to provide comprehensive Information Technology Services to the Village of Twin Oaks and yet be very cost conscience.

STRATEGY The Brain Mill, Inc. understands the Village of Twin Oaks needs to have proper technology in place and operational without concerns about operation and/or failures. The Brain Mill will be providing IT resources that understand your system and can keep you up and running without a lot of onsite time. The desire is to create a trusted advisor relationship that will understand the technology needs of the Village of Twin Oaks and suggest, plan and implement IT solutions in accordance with those of the village.

The Brain Mill understands the overall plan is to migrate all the data to a cloud based solution and replace/update the existing PCs.

Hosted vs Onsite Solution

Hosted Solution

The Brain Mill proposes using Google for Government to handle the majority of your needs. The email will then be hosted in the cloud as well as file storage. Other features will be the access to shared Calendars, online office software such as word processing and spreadsheets. If it is found that more functionality is needed, it can be supplemented with on-site hardware/software.

Onsite Solution

If the onsite solution is chosen then a Windows 7 Pro computer will be installed to act as the file server for the office while the email will be hosted offsite with standard POP accounts. See Addendum B for more details.

Hardware

The ThinkPad T440s was chosen as an equivalent to the ThinkPad T430 and is the next model up. (See Addendum A)

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PROPOSAL
Village of Twin Oaks – Technology Support Program and
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September 29, 2014

Support

Support will be described under two different sections. The first part will be the migration and setup of the new hardware. The second section will be the ongoing support.

Migration Support

The migration and setup of the new hardware will cover all tasks necessary to the transfer files and email from current workstations, desktops and servers as well as the basic setup and configuration of the new PCs.

Ongoing Monthly Support

The ongoing support will cover all helpdesk and onsite support as required. The Brain Mill will install remote monitoring and support software to allow technicians to monitor systems remotely as well as provide remote control software to help run down issue without causing a delay due to travel time.

There will be times during the ongoing support in which onsite visits will be required. This will be scheduled with the client to ensure the best resolution to the problem. Onsite visits of 1 hour per month included in the support basic support plan. The proposal can be upgraded to include 5 hours per month at a reduced hourly rate. Additional hours beyond those included with the plan can be purchased at \$120 per hour.

The following items are included as part of the Ongoing Support

- All IT Support services including hardware install, software diagnosis and correction.
- Network management to ensure performance, security and recoverability.
- Maintenance of email accounts
- Management of all networks and all computer systems and equipment used in the function of Village Business activities.
- Anti-virus licensing
- Available online ticketing system.

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Exclusions

The following items will not be included with the fixed rate proposal.

Replacement/New hardware

This includes replacement parts as deemed required on a more immediate need such as a router, hard drive, monitor. Any major purchases of equipment will be made with the available State Municipality website if possible. However on occasion to provide the best up-time and functionality parts may be purchased and passed through to the Village for convenience. Any purchases will be discussed with the Village before they are purchased for the Village.

- **Emergency Disaster Recovery**
Disaster recovery is defined as major system failure that requires immediate attention and significant effort to correct. This type of failure is considered outside the basic scope of this agreement.
- **Emergency Immediate Onsite Support – 2 hour Response Time**
This level of support is where the Village demands immediate onsite support outside the previously scheduled visits. This would require other current projects to be placed on hold and a technician must travel to the Village of Twin Oaks to resolve a situation.
- **Off Hour Support**
This level of support is requested by the Village of Twin Oaks to be delivered outside the normal business hours of the village. At points The Brain Mill may at its own discretion request to work not during normal business hours however this will not be considered Off Hour Support.

Other Considerations

This sections provides an area to discuss additional tasks that will be done throughout the project that do not easily fit within the other e:sewhere.

Although it is unexpected, if the required hours per month are to exceed the below limits the overage will be charged accordingly. The village would be notified before the below limits are being approached and efforts will be made to minimize any additional charges.

During the Hardware and Migration phase if the hours exceed the estimated 20 hours then additional hours will be billed at \$120/hr.

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During the Support phase if the hours exceed the hours purchased per the proposal (1-5hrs) per month then additional hours will be billed at \$120/hr.

Other Rates

Replacement hardware - Going Market Value
Emergency Disaster Recovery - \$150/hr
Emergency Immediate Onsite Support - \$175/hr
Off hour support - \$150/hr
Regular Hourly rate - \$120/hr

The Brain Mill, Inc. will invoice the Village of Twin Oaks monthly for the fixed rate discussed and any additional hardware or services provided. Payment terms are net 30 days. Overdue accounts are subject to 3% APR.

Upon completion of the project all documentation and equipment will be turned over to the client.

General response time is 4-8 hours. Delivery of services is coordinated with the Village to minimize downtime.

60 days prior to the expiration date of this contract the rates will be negotiated with the Village.

30 days prior to the expiration date of this contract if no action is taken this contract will automatically renew.

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PAYMENT SCHEDULE AND BREAKDOWN

	Hosted Server Option	On-Site Server Option
Hardware		
4 - Leveno T440s Laptops w/ Solid State Drives and Office 2013 - See attached Addendum A	\$6,960	\$6,960
6 - 22" Monitors	\$1,080	\$1,080
Onsite Server - File sharing and Tree Management	Optional	\$900
Total Hardware (A)	\$8,040	\$8,940
Data Migration	\$2,200	\$2,600
Total Including Hardware (B & C)	\$10,240	\$11,540
Hardware Support	See Below	See Below
Monthly Support / Software Licenses - See Addendum B for more information		
Email - Google for Governments - 10 accounts	\$50	
Hosted Pop Email	-	\$20
Hosted Cloud Backup for local computers	-	\$100
Remote Monitoring + Anti-virus	\$40	\$50
Basic - 1hr/month Support - Including Remote Diagnostics and Phone Support - No Trip Fees	\$140	\$140
Total (D, E and F)	\$230	\$310
Optional Services		
Optional - Hosted Cloud Backup for local computers	\$90	\$100
Optional - Enhanced Support - Additional 4hr / month	\$360	\$360
As-Needed Support / hr (not covered under above Plans)	\$120	\$120

Note: The Server Computer could be added to the Hosted Server if needed for Tree Management software and/or onsite file sharing.

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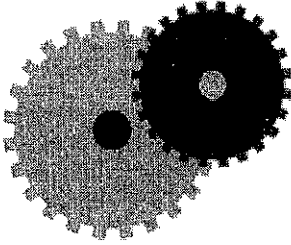
Additional amounts will be included on the monthly invoice for any hardware or overage hours delivered in the previous month.

The first month's support payment is due on execution of this proposal.

The New Hardware Payment will be setup as follows:

- Payment of \$9,000 on execution of ordering the new equipment
- Payment of \$1,240 on completion of new equipment installation – plus any additional shipping / handling charges charged directly from Leveno.

The Brain Mill will invoice for the next month of service on the 15th of each month.



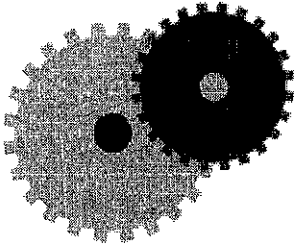
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Addendum A

Laptop Hardware Specs

Laptop Model	20AQCTO1WW ThinkPad T440s
Processor	4th Gen Intel Core i7-4600U Processor (3MB Cache, up to 2.60GHz)
Operating System	Windows 8.1 Pro 64 Downgrade Windows 7 Professional 64
Microsoft Productivity Software	Microsoft Office Home and Business 2013 (North America) - English
Recovery Media	Windows 8.1 Pro 64 Recovery Media English
Display	T440s 14.0 HD+ WWAN
Graphics	Intel HD Graphics 4400 with docking connector
Memory	4 GB DDR3L - SDRAM 1600MHz Base
Keyboard	Keyboard Backlit - US English
Fingerprint Reader	Included
Camera	720p HD Camera
Hard drive	128 GB Solid State Drive, Serial ATA3
Front Battery	ThinkPad Battery 3 cell Li-Polymer (23.2Whr) Front
Rear Battery	ThinkPad Battery 3 cell Li-Polymer (23.2Whr) Rear
Power Cord	45W AC Adapter - US (2pin)
Wireless	ThinkPad Wireless 2 x 2 BGN with Bluetooth
Integrated Mobile Broadband	Integrated Mobile Broadband upgradable
System warranty	1 Year Depot or Carry-in
Dock	40A70090US ThinkPad Ultra Dock - 90W US



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Addendum B

Monthly Support / Software Licenses

Google for Governments

More information can be viewed at www.google.com/enterprise/apps/government/products.html.

These accounts are \$5/email address/month. Proposal was done with estimate of 10 accounts needed.

Basic services can be seen below:

- Gmail – basic email services and stored in the Cloud unless otherwise specified
- Google Drive – Cloud File Sharing
- Calendar – Online Calendar
- Docs – Online word processing
- Sheets – Online Spreadsheet
- Slides – Online Presentations
- Sites – Website Creation

Hosted Pop Email Accounts

Unlimited email accounts.

Email is stored on the web until the email program fetches it at which point it is deleted.

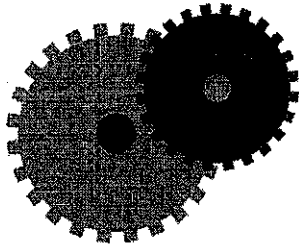
Website hosting is included however is not needed and does not need to be activated.

This type of account is \$20/month.

Remote Monitoring + Anti-virus

This service provides remote monitoring of laptops and PCs as well as commercial grade Anti-virus software. The service can be managed from a web dashboard to allow quick and easy resolution of problems often before the end user is aware of the problem. Another feature is to allow remote control of the computer when needed which often can greatly reduce the number of onsite visits and thereby more quickly and efficiently resolve problems.

This service is \$10/computer/month.



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Reference List

Diane Monteleone, MMC / MPCC – City Clerk
City of Fenton
636-343-2080
www.fentonmo.org

Mark Willard, President/Owner
PDQ Notary - Mobile Notary Service
314-872-8888
www.pdqnotary.com

Linda Frisch, Co-Owner
Dr Todd Frisch - Chiropractic / Online supplies
636-207-6600
www.drtoodfrisch.com

Sam Longstreth, President/Owner
Brentwood Plastics - Plastic Extruder
314-968-1135
www.brentwoodplastics.com

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