



Post Office Box 9010 Addison, Texas  
75001-9010  
5300 Belt Line Road  
(972) 450-7000 Fax: (972) 450-7043

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## **AGENDA**

### **REGULAR MEETING OF THE CITY COUNCIL**

**AND / OR**

### **WORK SESSION OF THE CITY COUNCIL**

**7:30 PM**

**JUNE 26, 2012**

**TOWN HALL**

**ADDISON TOWN HALL, 5300 BELT LINE, DALLAS, TX 75254**

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### **REGULAR MEETING**

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#### **Pledge of Allegiance**

Item #R1- Announcements and Acknowledgements regarding Town and Council Events and Activities

Introduction of Employees

Discussion of Events/Meetings

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Item #R2- Consent Agenda.

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#2a- Approval of Minutes for the June 12, 2012 Regular Council

Meeting.

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#2b- Approval of a resolution that authorizes the Town to designate representatives that can transact business with the TexPool local government investment pool.

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#2c- Approval authorizing the City Manager to make the final payment and release retainage to Grove Electrical Service, Inc for the Belt Line Lighting and Landscape Improvements.

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#2d- Approval of a resolution that authorizes The Town of Addison is a member of a 150-member city coalition known as the Oncor Cities Steering Committee (OSCS). The resolution approves the assessment of a ten cent (\$0.10) *per capita* fee to fund the activities of the Steering Committee.

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Item #R3 Presentation of 2012 Leadership Metrocrest Graduates.

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Item #R4 Consideration and approval of a proposed sale and assignment by the tenant of the tenant's leasehold interest in two ground lease properties at Addison Airport, one of which is located at 4570 Westgrove Drive (known as Westgrove Air Plaza) and the other which is an unimproved tract located adjacent to Westgrove Air Plaza at the southwest corner of the intersection of Addison Road and Westgrove Road, and of amendments to the lease of each of the said ground lease properties.

Attachment(s):

1. Support Materials

Recommendation:

Staff Recommends approval.

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Item #R5 Discussion of a report submitted by The Retail Connection  
- at the request of the Mayor on the parking at the Quorum Plaza II shopping center, located at 4930-4950 Belt Line Road.

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Item #R6 Consideration of approval of a contract with CDWG  
- Government for the purchase and installation of 190 PCs in the amount of \$144,904.00, and authorizing the City Manager to execute the same, subject to the City Attorney's final approval.

Attachment(s):

1. Desktop Comparison Sheet
2. Contract
3. CDWG Proposal
4. Services requested by Addison

Recommendation:

Staff recommends approval subject to the final review and approval by the City Attorney and City Manager.

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Item #R7 Discussion regarding the Fiscal Year 2013 Airport budget.  
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Item #ES1 - Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a

business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

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Item #R8 - Consideration of any action regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or any action regarding the offer of a financial or other incentive to such business prospect or business prospects.

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Adjourn Meeting

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Posted:

Chris Terry, 6/22/2012, 5:00 pm

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL (972) 450-2819 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

## Council Agenda Item: #R 2a

**AGENDA CAPTION:**

Approval of Minutes for the June 12, 2012 Regular Council Meeting.

**FINANCIAL IMPACT:**

N/A

**BACKGROUND:**

N/A

**RECOMMENDATION:**

N/A

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

[June 12 Minutes](#)

Type:

Backup Material

**OFFICIAL ACTIONS OF THE ADDISON CITY  
COUNCIL  
WORK SESSION**

June 12, 2012

6:00 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

Upstairs Conference Room

Council Members Present:

Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Absent:

None

**Work Session**

Item #WS1 - Discussion regarding the Fiscal Year 2013 Utility Fund Budget.

Item #WS2 - Discussion regarding the Fiscal Year 2013 Capital and Information Technology Replacement Budget.

\_\_\_\_\_  
Mayor-Todd Meier

Attest:

\_\_\_\_\_  
City Secretary-Chris Terry

**OFFICIAL ACTIONS OF THE ADDISON CITY  
COUNCIL  
REGULAR MEETING**

June 12, 2012

6:00 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

Chris Terry, 6/6/2012, 5:00 PM

Council Members Present:

Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Absent:

None

**REGULAR MEETING**

Item #R1 - Announcements and Acknowledgements regarding Town and Council Events and Activities

Item #R2 - Consent Agenda

#2a - Approval of Minutes for the May 22, 2012 Regular Council Meeting.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Voting Nay: None

#2b - Approval of a contract in an amount not to exceed \$100,000 to Bowman Construction for concrete repairs on Surveyor Blvd, Marsh Lane, Midway Road and Quorum Drive.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Voting Nay: None

#2c - Approval of a contract with Perfect Finish Landscaping totaling \$105,855 for installation of the Surveyor Road Water Tower Demonstration Garden.

Item was pulled for clarification. Mayor Meier spoke regarding the item.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Neil Resnik.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Voting Nay: None

Item #R3 - PUBLIC HEARING, Case 1654-Z/MHSS MOB Addison, LP. Public hearing, discussion and consideration of approval of an Ordinance: (a) changing the zoning on an approximately 1.723 acre tract of land located approximately one-third mile north of Sojourn Drive between Addison Road and Dallas Parkway from LR Local Retail with a special use permit for a restaurant and a special use permit for the on-premises sale of alcoholic beverages to PD Planned Development District 009-004 as adopted by Ordinance No. 009-004; (b) amending PD 009-004, which zones land generally located at the southeast and northeast corners of the intersection of Addison Road and Sojourn Drive for hospital, medical and other offices, and parking uses, by amending the concept plan adopted by PD 009-004 by adding thereto the said 1.723 acre tract of land, by providing that the said tract may be used for parking purposes in connection with other land located in PD 009-004, and by providing certain development standards and conditions for the tract; and (c) providing for an



amendment to a development plan previously approved by Ordinance No. 011-002 and which applies to a portion of the land zoned by PD 009-004 (such portion being a part of Tract I as described in Ordinance No. 009-004), which amendment generally concerns the development and use of a medical office building and parking; on application from MHSS MOB Addison LP, represented by Mr. Scott Wilson of SRP Medical.

Carmen Moran presented and spoke regarding this item. Motion was made subject to the final review and approval of the City Manager and City Attorney.

A motion to Approve was made by Council Member Bruce Arfsten.

The motion was seconded by Council Member Margie Gunther.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Voting Nay: None

Item #R4 - Report and overview of trip to Austin to meet with staff of Governor's Office for Economic Development.

Orlando Campos presented and spoke regarding this item. There was no action associated with this item

There was no action taken.

Item #R5 - Presentation and discussion of a proposed sale and assignment by the tenant of the tenant's leasehold interest in two ground lease properties at Addison Airport, one of which is located at 4570 Westgrove Drive (known as Westgrove Air Plaza) and the other which is an unimproved tract located adjacent to Westgrove Air Plaza at the southwest corner of the intersection of Addison Road and Westgrove Road, and of amendments to the lease of each of the said ground lease properties.

Bill Dyer, SAMI, presented and spoke regarding this item. There was no action associated with this item

There was no action taken.

Item #R6 - Discussion and consideration of action regarding Communities in Schools - Dallas.

Chris DeFrancisco presented and spoke regarding this item. Motion was made to approve a modified contract with Communities in Schools, Dallas in the amount of \$18,750.00.

There was no action taken.

Item #ES1 - Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

Council entered executive session at 8:49 pm.

Council left executive session at 8:58 pm.

There was no action taken.

Item #R7 - Consideration of any action regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or any action regarding the offer of a financial or other incentive to such business prospect or business prospects.

Motion was made to approve the incentive agreement as discussed in the Executive Session and subject to the final review and approval of the City Manager and City Attorney.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Chris DeFrancisco.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Gunther, Meier, Moore, Resnik

Voting Nay: None

\_\_\_\_\_  
Mayor-Todd Meier

Attest:

\_\_\_\_\_  
City Secretary-Chris Terry

## Council Agenda Item: #R 2b

### **AGENDA CAPTION:**

Approval of a resolution that authorizes the Town to designate representatives that can transact business with the TexPool local government investment pool.

### **FINANCIAL IMPACT:**

There is no financial impact associated with this item.

### **BACKGROUND:**

In addition to investing in individual securities, the Town also invests a portion of our investment portfolio in a local government investment pool known as TexPool. The pool invests primarily in short-term securities maturing in less than 7 days, and Town funds are available at any time without penalty. As such, TexPool offers the Town a competitive short-term investment yield with the added flexibility of immediate funds availability.

Due to staffing changes, the list of authorized representatives with TexPool needs to be amended to add the Chief Financial Officer and remove the Assistant to the City Manager. To make these changes, TexPool requires that the City Council approve a resolution. The Financial Services Manager and Purchasing & Billing Supervisor are also retained as authorized representatives that can conduct transactions with TexPool.

### **RECOMMENDATION:**

Staff recommends approval.

### **COUNCIL GOALS:**

Mindful Stewardship of Town Resources, Conduct the Business of the Town in a Fiscally Responsible Manner

### **ATTACHMENTS:**

Description:

[Resolution](#)

Type:

Resolution Letter

**DATE SUBMITTED: June 19, 2012**  
**FOR COUNCIL MEETING: June 26, 2012**

**Council Agenda Item:\_\_\_\_\_**

**SUMMARY:**

Approval of a resolution that authorizes the Town to designate representatives that can transact business with the TexPool local government investment pool.

**FINANCIAL IMPACT:**

There is no financial impact associated with this item.

**BACKGROUND:**

In addition to investing in individual securities, the Town also invests a portion of our investment portfolio in a local government investment pool known as TexPool. The pool invests primarily in short-term securities maturing in less than 7 days, and Town funds are available at any time without penalty. As such, TexPool offers the Town a competitive short-term investment yield with the added flexibility of immediate funds availability.

Due to staffing changes, the list of authorized representatives with TexPool needs to be amended to add the Chief Financial Officer and remove the Assistant to the City Manager. To make these changes, TexPool requires that the City Council approve a resolution. The Financial Services Manager and Purchasing & Billing Supervisor are also retained as authorized representatives that can conduct transactions with TexPool.

**RECOMMENDATION:**

Staff recommends approval.

**COUNCIL GOALS:**

Conduct the Business of the Town in a Fiscally Responsible Manner

## Council Agenda Item: #R 2c

**AGENDA CAPTION:**

Approval authorizing the City Manager to make the final payment and release retainage to Grove Electrical Service, Inc for the Belt Line Lighting and Landscape Improvements.

**FINANCIAL IMPACT:**

This item is budgeted in the capital project fund.

**BACKGROUND:**

n/a

**RECOMMENDATION:**

Staff recommends approval.

**COUNCIL GOALS:**

Maintain and Enhance our Unique Culture, Promote Quality Transportation Services

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## Council Agenda Item: #R 2d

### **AGENDA CAPTION:**

Approval of a resolution that authorizes The Town of Addison is a member of a 150-member city coalition known as the Oncor Cities Steering Committee (OSCS). The resolution approves the assessment of a ten cent (\$0.10) *per capita* fee to fund the activities of the Steering Committee.

### **FINANCIAL IMPACT:**

The assessment for 2012 is a per capita fee of \$0.10. Total population 13,056 at \$0.10 per capita is \$1,305.60. Invoice attached.

### **BACKGROUND:**

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric transmission and distribution rates and services within the city. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by TXU (since renamed as Oncor Electric Delivery Company, LLC) gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the Courts, and the Legislature on electric utility regulation matters for nearly two decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the City. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with

the benefits received from that membership.

**RECOMMENDATION:**

Staff recommends approval

**COUNCIL GOALS:**

Mindful Stewardship of Town Resources

**ATTACHMENTS:**

Description:

- [2012 Assessment Invoice](#)
- [Oncor Resolution](#)

Type:

- Backup Material
- Backup Material



Oncor Cities Steering Committee

c/o Jay Doegey, City Attorney  
Post Office Box 90231  
MS # 63-0300  
Arlington, TX 76004-3231

# Invoice

Date	Invoice #
05/14/2012	12-02

Bill To
Town of Addison

Population	Item	Per capita	Amount
13,056	2012 Assessment	0.10	1,305.60
<b>Total</b>			\$1,305.60

Please make check payable to: Oncor Cities Steering Committee and mail to Oncor Cities Steering Committee, c/o Jay Doegey, Co-Chair, Arlington City Attorney's Office, PO Box 90231, Mail Stop 63-0300, Arlington, Texas 76004-3231

**TOWN OF ADDISON, TEXAS**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF ADDISON, TEXAS AUTHORIZING CONTINUED PARTICIPATION BY THE TOWN WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AUTHORIZING THE PAYMENT OF 10 CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Addison, Texas (City) is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the City; and

**WHEREAS**, the Steering Committee of Cities Served by Oncor (Steering Committee) has historically intervened in Oncor (formerly known as TXU) rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and

**WHEREAS**, the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, affecting transmission and distribution utility rates; and

**WHEREAS**, the City is a member of the Steering Committee; and

**WHEREAS**, in order for the Steering Committee to continue its participation in these activities which affect the provision of electric utility service and the rates to be charged, it must assess its members for costs to allow the Steering Committee to continue such participation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:**

Section 1. The City is authorized to continue its membership with the Steering Committee of Cities Served by Oncor to protect the interests of the Town of Addison and protect the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the City limits.

Section 2. The City is further authorized to pay its assessment to the Steering Committee at the rate of ten cents (\$0.10) per capita.

Section 3. A copy of this Resolution and the assessment payment check made payable to “Steering Committee of Cities Served by Oncor” shall be sent to Jay Doegey, Chair,

Steering Committee of Cities Served by Oncor, c/o City Attorney's Office, Mail Stop 63-0300,  
P. O. Box 90231, Arlington, Texas 76004-3231.

Section 4. The above and foregoing recitals are true and correct and are incorporated herein and made a part hereof. This Resolution shall take effect upon its passage and approval.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas this the 26<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Mayor Todd Meier

ATTEST:

By: \_\_\_\_\_  
Chris Terry, City Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_  
John Hill, City Attorney

## **Council Agenda Item: #R3**

**AGENDA CAPTION:**

Presentation of 2012 Leadership Metrocrest Graduates.

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this item.

**BACKGROUND:**

This item is simply a recognition of the 2012 Leadership Metrocrest Graduates from Addison.

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## **Council Agenda Item: #R4**

### **AGENDA CAPTION:**

Consideration and approval of a proposed sale and assignment by the tenant of the tenant's leasehold interest in two ground lease properties at Addison Airport, one of which is located at 4570 Westgrove Drive (known as Westgrove Air Plaza) and the other which is an unimproved tract located adjacent to Westgrove Air Plaza at the southwest corner of the intersection of Addison Road and Westgrove Road, and of amendments to the lease of each of the said ground lease properties.

### **FINANCIAL IMPACT:**

n/a

### **BACKGROUND:**

Regions Bank is requesting the Town to consent to the assignment of the two ground leases to Guarding subject to amending the ground leases as follows:

#### 1. Office Building:

a. Guardian agrees to spend \$500K on building improvements

i. subject to Towns prior consent

ii. must be completed within 24 months

b. Immediately increase rental from \$.53/SFL to \$.60/SFL (\$91K to \$103K annually).

c. Amend the description of demised premises to correct bank error.

d. Modify other terms and conditions to bring consistent to current lease standards

#### 2. Vacant Lot:

a. Amend the description of demised premises to correct bank

error.

b. Immediately increase rental from \$.52/SFL to \$.60/SFL (\$33K to \$37K annually).

c. Guardian must commence construction of building improvements by 6/30/2015 (3 years). Currently not specified in lease.

i. building improvements subject to Towns prior consent

ii. must be completed within 24 months after construction begins

**Pros:**

· Guardian is likely to be better suited to market property and increase occupancy than Bank

· Continued use of office building into extended term is consistent with surrounding properties with similar lease term.

· The airport's annual cash flow is increased by \$16K with continued biennial adjustment over extended term

· The value of the rental increase and capital investment keeps the airport economically whole over extended lease term.

· Guardian to prove at its sole cost the proposed building improvements for the vacant lot are feasible and consistent with Town/Airport strategic objectives

oIf yes, Airport has new building improvement consistent with strategic objectives on highly visible corner

oIf no, Airport gains control of property 6 years earlier than scheduled and free to look at other alternatives

**Alternative #1 – Town does not consent, Bank retains properties**

· Bank continues to hold office building and operate it on a marginal basis for the duration of remaining lease term of 9+ years

·Town will continue to receive ground rent without benefit of \$16K increase for remaining term

·Vacant lot will remain unimproved for next 9 years

oBank may seek to early terminate ground lease, gives Town control but at loss of continued revenue stream until alternative use becomes effective

**RECOMMENDATION:**

Staff Recommends approval.

**COUNCIL GOALS:**

Develop and utilize the Addison Airport as an engine to drive economic growth in the community

**ATTACHMENTS:**

Description:

[Support Materials](#)

Type:

Backup Material

## **Council Agenda Item: #R5**

**AGENDA CAPTION:**

Discussion of a report submitted by The Retail Connection at the request of the Mayor on the parking at the Quorum Plaza II shopping center, located at 4930-4950 Belt Line Road.

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

On May 8, 2012, the Council approved a request for a Special Use Permit for a restaurant on application from Salata Restaurant. At that meeting, the Mayor requested that The Retail Connection return to the Council within 30 days with a progress report on efforts their firm made to find a solution to the parking problems that were currently existing in the Quorum Plaza II shopping center. The Retail Connection filed a written report with the Council on June 7, 2012.

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available



## **Council Agenda Item: #R6**

### **AGENDA CAPTION:**

Consideration of approval of a contract with CDWG Government for the purchase and installation of 190 PCs in the amount of \$144,904.00, and authorizing the City Manager to execute the same, subject to the City Attorney's final approval.

### **FINANCIAL IMPACT:**

- Budgeted amount: \$234,000
- Cost: \$144,904
- This amount is budgeted in the Information Technology Internal Fund.

### **BACKGROUND:**

This item is to request the Council's approval of a contract with CDWG Government for the purchase and installation of 190 PCs. We chose CDWG through **DIR (Texas Department of Information Resources)** instead of releasing a RFP.

**DIR (Texas Department of Information Resources)** is responsible for a cooperative contracts program that enables government entities to efficiently pool their purchasing power to drive down costs. The program provides an effective procurement channel to thousands of public sector entities across Texas. DIR simplifies the procurement process for public sector entities throughout the State by releasing RFP (Request for Proposal) and choosing vendors at the State level whom can be selected by State agencies and Local governments without issuing RFP.

Lenovo is the State of Texas Contractor and CDWG is a member of the Lenovo Reseller Program and it is registered as a partner eligible to sell Lenovo products through the State of Texas.

It should also be noted that we didn't limit our options by selecting just one (1) partner eligible to sell Lenovo. In order to maximize our purchasing power we contacted four (4) eligible partners instead of only one (1) and after receiving/reviewing their bids we chose the lowest bidder. Their solution offered to Addison was lower than their negotiated contract with DIR.

The existing PCs were purchased in 2007. Since the original purchase each department, based on their number of users, has been contributing to the Information Technology Internal Service Fund on an annual basis. This fund allows the Town to replace systems including hardware and software on a regular basis in order to be adequately responsive to the increasing demands on the network. According to our equipment replacement plan we replace PCs throughout the network every 4 years. However, due to the economic downturn last year we postponed the replacement of the PCs to FY 11-12. Currently we are facing the following challenges that are impacting productivity across the Town's network;

**a) Performance** – Current PCs have an inadequate memory and processing power, and they have gone through their useful lifecycle;

**b) Microsoft Product Support** – Currently we are using Microsoft Windows XP operating system which is subjected to Microsoft Licensing Policy below:

- Desktop Operating System: XP,
- End of **MAINSTREAM** support: 4/14/2009,
- End of **EXTENDED** support: 4/8/2014.

End of support refers to the date when Microsoft no longer provides automatic fixes, updates, or online technical assistance. Without Microsoft support, we will no longer receive security updates that can help protect our PCs from harmful viruses, spyware, and other malicious software that can jeopardize our network and day-to-day operation.

**Mainstream support** - Microsoft will offer mainstream support for a minimum of 5 years from the date of a product's general availability, or for 2 years after the successor product is released, whichever is longer.

- Incident support (no-charge incident support, paid incident support, support charged on an hourly basis, support for warranty claims),

- Security update support,
- The ability to request non-security hotfixes.

**Extended support** - Microsoft will offer extended support for either a minimum of 5 years from the date of a product's general availability, or for 2 years after the second successor product (two versions later) is released, whichever is longer.

- Paid support,
- Security update support at no additional cost,
- Non-security related hotfix support requires a separate Extended Hotfix Support Agreement to be purchased (per-fix fees also apply).

**RECOMMENDATION:**

Staff recommends approval subject to the final review and approval by the City Attorney and City Manager.

**COUNCIL GOALS:**

Provide Superior Public Safety, Customer Service, Social and Health Services to the Community, Conduct the Business of the Town in a Fiscally Responsible Manner

**ATTACHMENTS:**

Description:	Type:
<input type="checkbox"/> <a href="#">Desktop Comparison Sheet</a>	Cover Memo
<input type="checkbox"/> <a href="#">Contract</a>	Cover Memo
<input type="checkbox"/> <a href="#">CDWG Proposal</a>	Cover Memo
<input type="checkbox"/> <a href="#">Services requested by Addison</a>	Cover Memo

Company Name	Desktop Model	Meets Min Requirements (Y or N)	Proposed Unit Cost	Proposed Quantities	Warranty 3-yr NBD	Prof Services / Project Mgmt / + 4gb RAM	LCD Model option	LCD Cost (Not in total project cost)	Trade-In Value Credit	Asset Removal Cost	Total Project Cost w/ asset credit or removal cost and w/o LCD	Vendor Award (30%)	Cost Award (70%)	Rating	Notes
SHI	Lenovo #5049	Y	1,030.00	202	Y	16,968.00	Lenovo 19" LCD	227.00	0.00	2,400.00	227,428.00	30%	30%	60%	
SHI Alt desktop	Lenovo #7518	Y	699.80	202	Y	"	"	"	0.00	2,400.00	160,727.60	30%	60%	90%	
CompuCom	Lenovo #5049	Y	1,025.00	202	Y	50,710.82	Samsung 21.5" LED	139.00	0.00	4,023.84	261,784.66	30%	10%	40%	
CompuCom Alt desktop	HP #A2W44UT	Y	789.00	202	Y	"	"	"	"	"	214,112.66	30%	40%	70%	
CDWG	Lenovo #5049	Y	1,050.00	202	Y	31,529.00	Lenovo 20" LCD	138.00	(12,225.00)	7,800.00	239,204.00	30%	20%	50%	Quoted 200 desktops on Asset Recovery
CDWG Alt desktop	Lenovo #7518	Y	620.00	202	Y	"	"	"	"	"	152,344.00	30%	70%	100%	
Insight	Lenovo #7518	Y	588.09	202	Y	75,386.40	ViewSonic 19" LED	108.35	(3,440.00)	2,400.00	193,140.58	30%	50%	80%	

Notes: All RFQ desktops have 300gb HDD  
All Alt desktops proposed have 500gb HDD  
CDWG and SHI did not quote Asset Recovery shipping fee - estimated at \$2400

Computer Specifications: [Lenovo M81 Model# 7518](#)  
Intel i5-2400 Processor (3.1GHz)  
8gb RAM  
DVD-RW  
500GB SATA 7200

Company Name	Description	Meets Min Requirements (Y or N)	Unit Cost	Order Quantities	Warranty 3-yr NBD	Prof Services / Project Mgmt / + 4gb RAM	LCD Model option	LCD Cost (Not in total project cost)	Trade-In Value Credit	Asset Removal Cost	Total Project Cost w/ asset credit or removal cost and w/o LCD	Vendor Award (30%)	Cost Award (70%)	Rating	Notes
CDWG Alt desktop	Lenovo #7518	Y	620.00	190	Y	31,529.00	Lenovo 20" LCD	138.00	(12,225.00)	7,800.00	144,904.00	30%	70%	100%	Did not change Prof Services to reflect 190 vs 202 PC's
DELL	Windows 7 Enterprise License		51.66	190							29,446.20				\$9,815.4 per year
DELL	System Center Configuration Manager License		41.00	190							7,790.00				
<b>Total Cost w/ Licenses</b>											<b>\$182,140.20</b>				

STATE OF TEXAS           §  
  §  
COUNTY OF DALLAS       §

**AGREEMENT**

This Agreement is entered into by and between the Town of Addison, Texas (the “City”) and CDWG Government (“Vendor”) (the City and Vendor are referred to herein together as the “Parties”).

Recitals:

1. The Town of Addison, Texas (“City”) desires to purchase and replace its existing personal computers (“PCs”) (including, without limitation, software for the PCs). The replacement of the PC’s will generally require (i) the loading and configuring of a limited number of new base desktop computers according to the needs of the City; (ii) utilizing those base desktop computers to prepare a hard disk image to be loaded and installed into additional computers as requested by the City; (iii) testing the computers to ensure that the image has been properly loaded and installed; (iv) delivery of the new computers to the City.

2. Pursuant to the Town’s request, CDWG Government, located at 75 Remittance Drive, Suite 1515 Chicago, IL 60675 (the “Vendor Office”) submitted a proposal (the “Vendor Proposal”, a true and correct copy of which is attached hereto as Attachment 1 and incorporated herein) to perform the Project, and the City has selected Vendor to perform the Project in accordance with the terms of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and obligations set forth herein and other good and valuable consideration, the Town of Addison, Texas and CDWG Government do hereby contract and agree as follows:

Section 1. Incorporation of Premises. The above and foregoing premises are true and correct and are incorporated herein and made a part of this Agreement.

Section 2. Vendor Services.

A. Vendor shall perform the Project in accordance with this Agreement, including without limitation the Vendor Proposal. Without limiting the foregoing:

- (1) On or before \_\_\_\_\_, 2012, Vendor shall deliver to the City eight (8) new base desktop computers (which base desktop computers are specified in Attachment 2 attached hereto and incorporated herein);
- (2) After the City has loaded and configured each of the eight (8) base desktop computers (the “Eight Desktops”) (which configuration will be different for each of the Eight Desktops according to the City’s needs (each such configuration being a “Desktop Configuration”)), and shipped the Eight Desktops to Vendor at the Vendor Office (together with the quantities of each computer image needed by the City), Vendor shall:

- (a) obtain such additional base desktops (in accordance with Attachment 2) as may be required to meet the City's needs for each Desktop Configuration (the "Additional Desktops"),
  - (b) Assemble and load on the Additional Desktops each of the images, and
  - (c) Test each of the computers at the Vendor Office to ensure that the image was properly loaded.
- (3) Following Vendor's receipt of Additional Desktops necessary to meet the City's needs for any Desktop Configuration, Vendor shall have all of the fully configured desktops for that Desktop Configuration delivered to the City within seven (7) business days at a location as directed by the City. For purposes hereof, each set of fully configured desktop computers on which the same Desktop Configuration is installed by Vendor is referred to as a "Desktop Set".
- (4) Following the receipt of the fully configured desktops, the City will evaluate and test the desktops. In the event any of the desktops do not function properly (as determined by the City in consultation with Vendor) and such failure to properly function is determined by the City to be related to the service or work of Vendor, Vendor shall retrieve such desktops from the City, make such corrections as may be necessary so that such desktops will function properly, and return the same to the City for testing. This process shall be repeated until such time as the City has determined and is satisfied that the desktops are functioning properly; provided, however, that notwithstanding the foregoing, the event the City is not satisfied with any of the desktops, the City may:
- (a) Accept such desktops with an equitable price adjustment to the extent they do not conform to this Agreement; or
  - (b) Return such desktops, in whole or in part, and receive damages described in Section 5 below.

For purposes hereof, each date on which the City determines that it is satisfied with a Desktop Set is referred to as an "Acceptance Date".

B. The purchase of all computer hardware, software and other materials under this Agreement shall be in accordance with Attachment 1.

C. Vendor shall provide to the City the products and services described herein in a timely manner (and time is of the essence of this Agreement) and to the City's satisfaction.

D. Vendor will retain risk of loss and damage for all computer hardware, software and other materials while the same is in its possession or control and during any periods of delivery (whether initially or upon the return to Vendor of any such hardware, software, or materials), and such risk of loss and damage will end upon delivery of the same to the City. Vendor will be responsible for any damage caused by its officers, employees, or subcontractors.

Section 3. Fees; Payment. For the Project and the services provided by Vendor hereunder (including, without limitation, the products (computer hardware, software etc.) described in Attachment 1), the City shall pay to Vendor the sum of One Hundred forty four Thousand and nine hundred four/100 Dollars (\$144,904) (the “Vendor Price”). Such payment shall be made in accordance with the following:

Following the Acceptance Date for any Desktop Set, Vendor shall submit an invoice for the proportionate share of the Vendor Price relating to such Desktop Set; provided, however, that in no event shall the total price billed by Vendor and paid by the City under this Agreement exceed the Vendor Price. In addition, each such invoice shall include such additional information as the City may request in connection with the invoice and/or the compensation paid to Vendor.

Section 4. Insurance; Indemnity.

A. Vendor, at its own expense, shall purchase, maintain and keep in force such insurance as described and in the minimum amounts set forth below:

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$1,000,000 general aggregate for bodily injury and property damage, which coverage shall include, without limitation, products/completed operations (\$1,000,000 products/ completed operations aggregate). Coverage for products/completed operations must be maintained for at least two (2) years after the work has been completed. Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.
2. Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.
3. Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
4. Professional Liability coverage with minimum limits of \$1,000,000. This coverage must be maintained for at least two (2) years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term of the contract.

With reference to the foregoing insurance requirements, Vendor shall specifically endorse applicable insurance policies as follows:

1. The Town of Addison, Texas shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the Town of Addison, Texas shall be contained in the Workers Compensation and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify the Town of Addison, Texas of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that the Town of Addison, Texas will receive at least sixty (60) days' notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The Town of Addison as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Vendor may maintain reasonable and customary deductibles, subject to approval by the Town of Addison.
9. Insurance must be purchased from insurers that are financially acceptable to the Town of Addison.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to the Town of Addison.
3. Upon request, Vendor shall furnish the Town of Addison with certified copies of all insurance policies.

B. 1. If a third Party claims that any computer hardware, software, or other materials that Vendor provides under this Agreement infringes any intellectual property right (including, without limitation, patent, copyright, trade secret and proprietary rights), Vendor will defend the City against that claim at Vendor's expense and pay all costs, damages, and attorney's fees that a court finally awards, provided that the City:

- (a) promptly notifies Vendor in writing of the claim and does not incur defense expenses without prior notice to Vendor; and



- (b) allows Vendor to control, and cooperates with Vendor in, the defense and any related settlement negotiations.

The provisions of this paragraph B.1. shall survive the termination or expiration of this Agreement.

2. Vendor shall defend (with counsel acceptable to the City), indemnify and hold harmless the City, its officials, officers, employees, and agents (together, "Indemnified Persons") against and from any and all losses, liability, lawsuits, damages, claims, demands, costs, fees and expenses (including, without limitation, reasonable attorneys' fees), whether based on contract or tort (including strict liability), arising from, out of, or in connection with (i) any act or omission of Vendor or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them, (ii) any breach of this Agreement by Vendor, and (iii) any assertion under Worker's Compensation or similar laws made by persons furnished by the Vendor. Buyer shall notify the Vendor within thirty (30) days of the receipt of any written claim, loss, or demand for which the Vendor is responsible under this provision. The provisions of this paragraph B.2. shall survive the termination or expiration of this Agreement.

#### Section 4. Warranty.

A. Vendor warrants that its services and work will be provided in a professional, good and workman like manner, consistent with the commercially accepted best practices and standards that are in use in Vendor's line of business as of the time such services and work are provided. Vendor covenants that its services and work shall meet the City's standard work rules, security regulations or similar requirements if Vendor is informed of same. Vendor warrants and represents that it has the skills, qualifications, expertise, experience and financial capability necessary to perform the services described in the Vendor Proposal and this Agreement in an efficient and cost-effective manner with a high degree of quality and responsiveness and has performed and continues to perform the same and similar services for other buyers.

B. Vendor warrants its service and work as described in this Agreement for a period of twelve (12) months from each Acceptance Date.

C. Vendor represents and warrants that it has clear title to and the right to sell (or will have clear title to and the right to sell prior to and at the time of the sale of the items to the City) the items to be delivered by Vendor hereunder.

D. In connection with the Project and prior to each Acceptance Date, Vendor shall, with respect to the products described herein which are applicable or relate to an Acceptance Date, assign to the City all benefits of the manufacturer's warranty on the products described herein provided to the City, or any other guarantee which may apply to any such products, if Vendor has such benefits, warranty or guarantee.

Section 5. Termination. Either Party may terminate this Agreement for the other Party's failure to meet any material obligation hereunder if the defaulting Party has failed to take corrective action within thirty (30) days (or such longer period as the Parties may agree) of its receipt of written notification of the default, which corrective action has a substantial likelihood of effecting a cure within a reasonable period thereafter. If City terminates the Agreement for default by Vendor, City will pay Vendor for any hardware and materials that City elects to

accept. City will return to Vendor any hardware and materials that it does not elect to accept and pay for. Vendor will pay to City the actual damages that are caused by Vendor's default.

Section 6. Conflict Between Documents. To the extent of a conflict which cannot be reconciled (as determined by the City) between this Agreement, and the Vendor Proposal, this Agreement shall control over the Vendor Proposal.

Section 7. Assignment. Inasmuch as this Agreement is intended to secure the specialized services of Vendor, Vendor has no authority or power to and shall not assign, transfer, delegate, subcontract or otherwise convey any interest herein without the prior written consent of City, and any such assignment, transfer, delegation, subcontract or other conveyance without the City's prior written consent shall be considered null and void and shall be cause for the City to immediately terminate this Agreement.

Section 8. Venue. In the event of any suit or action under this Agreement, venue for all causes of action shall be instituted and maintained in Dallas County, Texas. The City and Vendor agree that the laws of the State of Texas shall govern and apply to the interpretation, validity and enforcement of this Agreement; and, with respect to any conflict of law provisions, the parties agree that such conflict of law provisions shall not affect the application of the law of Texas (without reference to its conflict of law provisions) to the governing, interpretation, validity and enforcement of this Agreement.

Section 9. Entire Agreement and Modification. This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. Vendor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

Section 10. Enforceability; Survival. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby. All obligations arising prior to the termination of this Agreement allocating responsibility or liability of or between City and Vendor shall survive completion of the services hereunder and termination of this Agreement.

Section 11. Confidential Information. The Parties' agreement regarding confidential information is set forth in the Vendor Proposal.

Section 12. Independent Contractor. Vendor shall, during the entire term of the Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Vendor performs the services which are the subject matter of the Agreement; provided always however that the services to be provided by Vendor shall be provided in a manner consistent with all applicable standards and regulations governing such services.

Section 13. Notices. Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent first class mail or by hand-delivery to:

To the City:

Town of Addison  
16801 Westgrove Drive  
Addison, TX 75001-9010  
Attn: Hamid Khaleghipour

To Vendor:

CDWG Government

\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

Section 14. Authority. Each Party hereby represents that as of the date of execution of this Agreement that it has full power and authority to enter into and to perform this Agreement, and that the undersigned officers and/or agents of the Parties are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of each of the respective Parties. Each Party hereby represents, covenants, and warrants that as of the date of this Agreement it is duly organized, validly existing, authorized to do business and in good standing in all applicable governmental jurisdictions in which the failure to so qualify would have a materially adverse effect on such Party's ability to perform its obligations hereunder.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the \_\_\_\_ day of June, 2012.

**TOWN OF ADDISON, TEXAS**

**CDWG GOVERNMENT**

By: \_\_\_\_\_  
Ron Whitehead, City Manager

By: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

ATTEST:

Title: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Terry, City Secretary



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CTBQ279	2259349	6/8/2012

**BILL TO:**  
TOWN OF ADDISON  
PO BOX 9010

**SHIP TO:**  
TOWN OF ADDISON  
Attention To: RANDY KING  
PO BOX 9010

Accounts Payable  
ADDISON , TX 75001-9010

ADDISON , TX 75001-9010  
Contact: RANDY KING 972.450.7105

Customer Phone #972.450.7091

Customer P.O. # CTBQ279 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JORDAN MIKOLS 866.465.9959	AIT - Deferred, 3-5 Days	Master Card / VISA	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
12	2449216	CDW SERVICES DT/NB INST/MIGRATE11-20 Mfg#: BTRDLMIG1120 Contract: MARKET Town Hall desktop installation	90.00	1,080.00
11	2449216	CDW SERVICES DT/NB INST/MIGRATE11-20 Mfg#: BTRDLMIG1120 Contract: MARKET Finance desktop installation	90.00	990.00
13	2449216	CDW SERVICES DT/NB INST/MIGRATE11-20 Mfg#: BTRDLMIG1120 Contract: MARKET Athletic Club desktop installation	90.00	1,170.00
6	2449220	CDW SERVICES DT/NB INS/MIGRATE 5-10 Mfg#: BTRDLMIG510 Contract: MARKET Conference Centre desktop installation	103.00	618.00
3	2449219	CDW SERVICES DT/NB INST/MIGRATE 3-4 Mfg#: BTRDLMIG34 Contract: MARKET Visitor Services desktop installation	111.00	333.00
4	2449219	CDW SERVICES DT/NB INST/MIGRATE 3-4 Mfg#: BTRDLMIG34 Contract: MARKET Fire Department #2 desktop installation	111.00	444.00
22	2449218	CDW SERVICES DT/NB INST/MIGRATE 21+ Mfg#: BTRDLMIG21100 Contract: MARKET Fire Department #1 desktop installation	86.00	1,892.00
71	2449218	CDW SERVICES DT/NB INST/MIGRATE 21+ Mfg#: BTRDLMIG21100 Contract: MARKET Police Department desktop installation	86.00	6,106.00
60	2449218	CDW SERVICES DT/NB INST/MIGRATE 21+ Mfg#: BTRDLMIG21100 Contract: MARKET Service Center desktop installation	86.00	5,160.00
202	338521	CUSTOMER ASSET TAG W/INSTALL Mfg#: CUSTASSETTAGW	5.00	1,010.00
202	338523	Asset Tags for Each Desktop CUSTOMER ASSET TAG W/O INSTALL Mfg#: CUSTASSETTAGW/O	5.00	1,010.00
404	1369905	Asset Tag for Each Monitor CDW DATA CAPTURE AND TRACKING SRVC Mfg#: DTA CPTR&TRKG SRVC Contract: MARKET Full List and Excel sheet of all	5.00	2,020.00

202	534223	CDW IMAGE DEPLOYMENT & INTEGRATION serial numbers and asset tag #s Mfg#: INSTALIMAGE2 Contract: MARKET	25.00	5,050.00
1	NEW-ITEM	Custom Image for each Desktop NEW ITEM Mfg#: NEW-ITEM Contract: MARKET This line item is for the recycling of the old computers. We are looking on average between \$10-\$15 per computer. This is subject to change per Lenovo evaluation of every unit. This also includes Hard Drive Data Destruction.	0.00	0.00
202	2628778	LVO TS TC M81 I5-2400 500GB 4GB Mfg#: 7518E1U Contract: Texas Lenovo DIR SDD 835 DIR-SDD-835 Desktop Computers	620.00	125,240.00
202	2561035	CRUCIAL 4GB 240 PIN DIMM NON-ECC Mfg#: CT51264BD1339 Contract: MARKET 4gb of extra ram for Desktop. To be installed	23.00	4,646.00
202	1706189	CDW HARDWARE INSTALL FOR DT-NB-PRT Mfg#: HWINSTALLDTLTPRT Contract: MARKET Installtion of extra 4gb of ram for Desktop	10.00	2,020.00
202	2517976	LVO L2021 20" WIDE DVI Mfg#: 4449HB1 Contract: Texas Lenovo DIR SDD 835 DIR-SDD-835 Monitors for computers	138.00	27,876.00
			SUBTOTAL	186,665.00
			FREIGHT	0.00
			TAX	0.00

US Currency  
**TOTAL** **186,665.00**

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
Phone: 847.371.5000

Fax: 312.705.6468

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.asp>  
For more information, contact a CDW account manager.

## **SERVICES NEEDED FROM VENDOR FOR WORKSTATION AND MONITOR REPLACEMENT**

1. Deliver (8) workstations to Addison for image creation using Sysprep
2. Build (8) different sets of workstations per each image supplied by Addison
3. Image testing and verification
4. Deliver workstations & monitors to each site based on deployment schedule
5. Schedule and dispatch a services specialist
6. Verify receipt and condition of all systems and components
7. Un-pack system and components
8. Inventory, Asset Tag, and create a spreadsheet with serial# for each computer and LCD
9. Check CD-ROM for CD and Floppy on old workstation
10. Otherwise reboot and remove Bios password.
11. Removal of existing hardware to Vendor's designated central area. Remove keyboard and mouse if they are standard, if not, keep them for new workstation
12. Use of Secure Data Disposal tool to remove data from the existing hardware (DOD certification)
13. Give Addison list of all asset tag #'s and serial #'s of removed hardware
14. Removal of packaging material to predetermined area on Customer site
15. Place computer software in one workstation box for each site (label with PC name)
16. Set-up and connect basic system components
17. Setup bios according to instructions from Addison
18. Mini-Setup Wizard will come up
  - a. When asked, enter in Product Key # from Microsoft sticker on workstation
  - b. Then name workstation according to map/list from Addison
  - c. The local admin password is already entered
  - d. The 'add to domain' option is already taken
  - e. A box will pop up asking for a Domain Admin username and password (give IBM temp Admin account)
19. Ensure basic system components and software operating system function correctly
20. Perform basic hardware utility diagnostics and testing
21. Log into workstation using temp Admin account to install local printer driver and/or software
22. Reconnection / installation of up to 3 external local peripherals
23. Electronic status report when and where installations were completed
24. Have vendor register warranty information to activate extended warranty

## **Council Agenda Item: #R7**

**AGENDA CAPTION:**

Discussion regarding the Fiscal Year 2013 Airport budget.

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this item.

**BACKGROUND:**

Item will be presented at the Council meeting.

**RECOMMENDATION:**

**COUNCIL GOALS:**

Mindful Stewardship of Town Resources

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## **Council Agenda Item: #ES1**

### **AGENDA CAPTION:**

Closed (Executive) session of the Addison City Council pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects.

### **FINANCIAL IMPACT:**

TBD

### **BACKGROUND:**

N/A

### **RECOMMENDATION:**

N/A

### **COUNCIL GOALS:**

Provide For A Diversified Business Climate

### **ATTACHMENTS:**

Description:

Type:

No Attachments Available



## **Council Agenda Item: #R8**

**AGENDA CAPTION:**

Consideration of any action regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or any action regarding the offer of a financial or other incentive to such business prospect or business prospects.

**FINANCIAL IMPACT:**

TBD

**BACKGROUND:**

N/A

**RECOMMENDATION:**

N/A

**COUNCIL GOALS:**

Provide For A Diversified Business Climate

**ATTACHMENTS:**

Description:

No Attachments Available

Type: