

**CONTRACT FOR SERVICES  
BETWEEN  
CITY OF SUFFOLK, VA AND ENDURANCE IT SERVICES, LLC**

This CONTRACT ("CONTRACT"), made and entered into this, the 28 day of February 2013 by and between the **CITY OF SUFFOLK, VIRGINIA** whose principal office is the Municipal Center, 441 Market Street, Suffolk, VA 23434, hereinafter referred to as the "CITY", party of the first part, and **ENDURANCE IT SERVICES LLC** with an office located at 4646 Princess Anne Road, Suite 104, Virginia Beach, VA 23462, hereinafter referred to as the "CONTRACTOR", party of the second part.

**CONTRACT**

The CONTRACTOR did on the 13th day of February 2013 submitted a proposal to perform the services stipulated in accordance with the Request for Proposal to provide Technology and Municipal Project Management Services hereinafter referred to as "PROJECT", which by reference is made a part hereof.

In consideration of the following mutual agreements and covenants to be kept by each party, the parties agree as follows:

**1.0 CONTRACT DOCUMENTS**

It is mutually understood and agreed by the parties hereto that the following documents are incorporated herein by reference the same as if each had been fully set out and attached hereto and hereinafter shall be referred to as the "Contract Documents":

Request for Proposal # 2013-00074-IC as published February 1, 2013; Conditions of Contract (General, Special, Supplemental and other conditions as they may be titled); Proposal from Endurance IT Services LLC, dated February 13, 2013, Work Order dated February 20, 2013 including the negotiated fee for services and Anticollusion/Nondiscrimination/Drug Free Workplace clauses.

Should there be conflicts among and between the Contract Documents and the final executed CONTRACT; the terms of the final executed CONTRACT shall take precedence over the Contract Documents. Should there be conflicts among and between the final executed CONTRACT and any subsequent change orders or other written modifications, the terms of the subsequent change order or other written modification shall take precedence.

**2.0 CONTRACT TERM**

This CONTRACT shall become effective when fully executed and shall be effective through February 28, 2014. The CITY reserves the right to renew the CONTRACT for four (4) additional one-year periods, terminating February 28, 2018. The right is further reserved by the CITY to not renew the CONTRACT at the expiration of any annual anniversary date by furnishing the CONTRACTOR with a sixty (60) day written notice.

### 3.0 SCOPE OF WORK/COMPENSATION

3.1 To Provide the Technical Consulting and Support Services for review of current Projects including staffing requirements, system requirements, financial requirements, procurement requirements, development requirements, integration requirements, training requirements and all information needed through the completion of each project. The CONTRACTOR will be responsible for overseeing the following:

- A. Project Request Process:
  - Project Purpose
  - Departmental Review Process of Integrations/Impacts/Value
  - Application Identification Process
  - Procurement Process
  - Project Budget Planning and Tracking Process
  
- B. Project Initiation Process:
  - Application Selection Process
  - Project Scope
  - Roles and Responsibilities
  - Deliverables
  - Technical Requirements
  - Support Requirements
  - Detailed Design
  - Hardware/Software/License Requirements
  - Training Requirements
  - Budget Approval Process
  
- C. Project Management Process:
  - Resource Management
  - Timeline Management
  - Business Requirements Mapping
  - Testing
  - Project Meetings
  - Training
  - Project Communications
  - Budget Management
  
- D. Project Closeout Process:
  - Budget Reconciliation
  - Issue Rectification
  - Lessons Learned
  - Deliverables
  - Project Documentation Compiled and Archived

3.2 During the each project review, the CONTRACTOR shall evaluate all current and upcoming IT and municipal projects and migrate them to the Project Management Office. During the process, the CONTRACTOR may perform the following services:

- A. Evaluation of current and upcoming projects
- B. Document current resource allocations
- C. Document current technical requirements for each project
- D. Document current support agreements and processes for each project
- E. Document current project timelines and schedules
- F. Evaluate current budget analysis for each project

3.3 Deliverables

Resource requirements  
 Project timelines  
 Staffing requirements  
 Resource requirements  
 Documentation Compiled and Archived

3.4 Operations

- A. Manage all projects to include all outlined processes, vendor management, scheduled meetings, communications, issue management, budget management, and other related items.
- B. Workloads to be evaluated on a regular basis

3.5 Close Out / Transition

- A. CONTRACTOR to meet with project sponsors to perform project close out.
- B. CONTRACTOR will evaluate how to maintain the PMO as a long term project delivery mechanism either internally or to be outsourced.

4.0 OTHER GENERAL REQUIREMENTS

- 4.1 CONTRACTOR will be expected to remain skilled on the most current versions of the systems and applications used by the City of Suffolk.
- 4.2 The CONTRACTOR shall provide all necessary manpower and expertise to perform all work necessary to achieve the successful completion of designated work.
- 4.3 The CONTRACTOR will be required to track all time spent on projects, provide regular status reports and provide complete technical documentation of work done.

5.0 CONTACT PERSON

The majority of work will be handled through Debbie George, Chief of Staff and/or CITY staff. She may be contacted at (757) 514-4106. Work required by other CITY departments will be managed by personnel designated by the Department requesting the work.

6.0 METHOD OF PAYMENT

CONTRACTOR shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments.

Upon acceptance of work, the CITY will render payment within forty-five (45) days of receipt of invoice. Interest shall accrue at the rate of one percent per month. Unless otherwise provided under the terms of this CONTRACT, interest for late payments shall not exceed one percent (1%) per month.

The CONTRACTOR shall provide the CITY with their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number prior to any payments being made under this CONTRACT.

#### 6.0 PAYMENTS TO SUBCONTRACTORS

Within seven (7) days after receipt of monies paid by the City for work performed by a subcontractor under this contractor, the contractor shall either:

- a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this contract; or
- b. Notify the City and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b above.

#### 7.0 CHANGES AND ADDITIONS

It shall be the responsibility of the CONTRACTOR to notify the CITY, in writing, of any necessary modifications or additions in the Scope of this CONTRACT. Compensation for changes or additions in the Scope of this CONTRACT will be negotiated and approved by the CITY in writing.

It is understood and agreed to by both the CITY and the CONTRACTOR that such modifications or additions to this CONTRACT shall be made only by the full execution of the CITY'S standard CONTRACT change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on such modification or addition to this CONTRACT prior to the CITY'S execution of its standard CONTRACT change order form shall be at the total risk of the CONTRACTOR, and said work may not be compensated by the CITY.

#### 8.0 TERMINATION WITHOUT CAUSE

The CITY may at any time, and for any reason, terminate this Contract by written notice to CONTRACTOR specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to CONTRACTOR by certified mail/return receipt requested at the address set forth in CONTRACTOR's Bid Proposal or as provided in this Contract.

In the event of such termination, CONTRACTOR shall be paid such amount as shall compensate CONTRACTOR for the work satisfactorily completed, and accepted by the CITY, at the time of termination.

If the CITY terminates this Contract, CONTRACTOR shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the CITY any work completed or in process for which payment has been made.

#### 9.0 TERMINATION WITH CAUSE/DEFAULT/CANCELLATION

In the event that CONTRACTOR shall for any reason or through any cause be in default of the terms of this Contract, the CITY may give CONTRACTOR written notice of such default by certified mail/return receipt requested at the address set forth in CONTRACTOR's Bid/Proposal or as provided in this CONTRACT.

Unless otherwise provided, CONTRACTOR shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of CONTRACTOR to cure the default, the CITY may immediately cancel and terminate this CONTRACT as of the mailing date of the default notice.

Upon termination, CONTRACTOR shall withdraw its personnel and equipment, cease performance of any further work under the CONTRACT, and turn over to the CITY any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, this CONTRACT may be immediately cancelled and terminated by the CITY and provisions herein with respect to opportunity to cure default shall not be applicable.

#### 10.0 NON-APPROPRIATION- AVAILABILITY OF FUNDS

It is understood and agreed between the parties hereto that the CITY shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this CONTRACT. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this CONTRACT, the CITY shall immediately notify CONTRACTOR of such occurrence and this CONTRACT shall terminate on the last day of the fiscal year for which the appropriation was made without penalty or expense to the CITY of any kind whatsoever.

#### 11.0 NON-ASSIGNMENT

Neither the CITY nor the CONTRACTOR shall assign, sublet or transfer their right or obligations in the CONTRACT without the written consent of the other; such consent shall not be unreasonably withheld. Assignment by the CONTRACTOR to any current or future parent, subsidiary, or affiliate in connection with a corporate transaction shall require the consent of the CITY.

#### 12.0 NOTICE

Any notice, demand, or request by or made pursuant to this CONTRACT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the representative specified below or as otherwise designated in writing and mutually agreed.

Charles Meek  
Interim Purchasing Agent  
441 Market Street, Room 105  
Suffolk, Virginia 23434

With a copy to: Selena Cuffee-Glenn  
City Manager  
441 Market Street  
Suffolk, Virginia 23434

CONTRACTOR: Blake White  
President  
Endurance IT Services, LLC  
4646 Princess Anne Rd., Suite 104  
Virginia Beach, VA 23462

The CITY'S representative will be Debbie George, phone: (757) 514-4106, email: [dgeorge@suffolkva.us](mailto:dgeorge@suffolkva.us) or as otherwise designated in writing:

The CONTRACTOR'S representative shall be Blake White, Owner, phone: (757) 216-3671, [blake.white@endurance-it.com](mailto:blake.white@endurance-it.com) or as otherwise designated in writing.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the CONTRACTOR and the CITY.

### 13.0 CONFLICT OF INTEREST

CONTRACTOR shall not accept or receive commissions or other payments from third parties for soliciting, negotiating, procuring, or effecting insurance on behalf of the CITY.

### 14.0 NON-DISCRIMINATION

During the performance of the Contract, the CONTRACTOR agrees as follows:

- a. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the CONTRACTOR. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The CONTRACTOR, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, will state that such CONTRACTOR is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The CONTRACTOR will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### 15.0 DRUG-FREE WORKPLACE REQUIREMENTS

During the performance of this contract, the CONTRACTOR agrees to (i) provide a drug-free workplace for the CONTRACTOR's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the CONTRACTOR's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR that the CONTRACTOR maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this CONTRACT, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a CONTRACTOR, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### 16.0 INSURANCE

The CONTRACTOR shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the CITY by the CONTRACTOR, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall consist of all policies, endorsements, declaration pages and certificates of insurance and shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the CONTRACTOR for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

- a. General Liability: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

##### Minimum Limits

General Liability:  
\$1,000,000 General Aggregate Limit  
\$1,000,000 Products & Completed Operations  
\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence Limit  
\$ 50,000 Fire Damage Limit  
\$ 5,000 Medical Expense Limit

- b. Automobile Liability: Coverage sufficient to cover all vehicles owned, used, or hired by the CONTRACTOR, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:  
\$1,000,000 Combined Single Limit  
\$1,000,000 Each Occurrence Limit  
\$ 5,000 Medical Expense Limit

- c. Workers' Compensation: Limits as required by the Workers' Compensation Act of Virginia. Employer's Liability: \$1,000,000.

d. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided.
2. The City of Suffolk, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. A copy of all endorsements, declaration pages and policies that address additional insured shall be provided. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The CONTRACTOR's insurance shall be primary over any applicable insurance or self-insurance maintained by the CITY.
4. The insurer shall provide 30 days written notice to the CITY before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the CONTRACTOR shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the declaration page(s), endorsement(s) and/or policies and shall be subject to approval by the CITY. At the option of the CITY, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the CONTRACTOR shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the CITY, its' officers/officials, agents, employees and volunteers.



8. The insurer shall agree to waive all rights of subrogation against the CITY, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The CONTRACTOR shall furnish the CITY with all certificates of insurance, endorsements, declaration pages, and policies affecting coverage. All documents are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from CITY'S Risk Management Director.

All coverages designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

#### 17.0 INDEMNITY / HOLD HARMLESS

The CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officials, employees, agents, and representatives thereof from any and all losses, damages, claims, fines, penalties, suits, costs, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property which arise out of any violation of law by, and all acts and omissions of the CONTRACTOR, the CONTRACTOR'S agents, employees, or customers occurring in connection with the products and services covered herein or from any claims or amounts arising from the violation of any law, bylaw, ordinance, regulation or decree.

The CONTRACTOR'S indemnification obligation with respect to any and all claims against the CITY or any of its officers, agents, employees, by any employee or statutory employee of the CONTRACTOR, or any of CONTRACTOR'S subcontractors, or anyone directly or indirectly employed by any of them, or anyone for whose acts the CONTRACTOR or CONTRACTOR'S subcontractor may be liable, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any of CONTRACTOR'S subcontractors under workers' compensation laws, disability benefit laws or other applicable employee benefit laws.

#### 18.0 RESPONSIBILITY OF CONTRACTOR

The CONTRACTOR shall, without additional costs or fees to the CITY, correct or revise any errors or deficiencies in CONTRACTOR'S performance. Neither the CITY'S review, approval or acceptance of, nor payment for any of the services required under this CONTRACT shall be deemed a waiver of rights by the CITY, and the CONTRACTOR shall remain liable to the CITY for all costs which are incurred by the CITY as a result of the CONTRACTOR'S negligent performance of any of the services furnished under this CONTRACT.

19.0 COMPLIANCE WITH FEDERAL IMMIGRATION LAW

CONTRACTOR does not, and shall not during the performance of the CONTRACT for goods and services in the Commonwealth knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

20.0 SEVERABILITY

If any part, term, or provision of this CONTRACT, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any CONTRACT document shall not affect the validity of any other provision or portion of the CONTRACT document.

21.0 CONTROLLING LAW; VENUE, PENDING/DURING LITIGATION

This CONTRACT is made, entered into, and shall be performed in the City of Suffolk, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this CONTRACT, the parties agree to the exclusive jurisdiction and venue of the appropriate state court for the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The CONTRACTOR shall not cause a delay in services because of pending litigation or during litigation proceedings, except with the express, written consent of the CITY or by written instruction/order from the Court.

22.0 COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES TRANSACTING BUSINESS IN THE COMMONWEALTH

A CONTRACTOR organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if such is required by Title 13.1 or Title 50 of the Virginia Code or as otherwise required by law. Such status shall be maintained during the term of the CONTRACT. The CONTRACTOR acknowledges that pursuant to Virginia Code § 2.2-4311.2, a public body may void any contract with a business if the business fails to remain in compliance with the provisions of Virginia Code § 2.2-4311.2.

23.0 ENTIRE AGREEMENT

This CONTRACT comprises the entire understanding between the parties and cannot be modified, altered or amended, except in writing and signed by all parties.

24.0 WAIVER

The failure by one party to require performance of any provision of this CONTRACT shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of the CONTRACT constitute a waiver of any

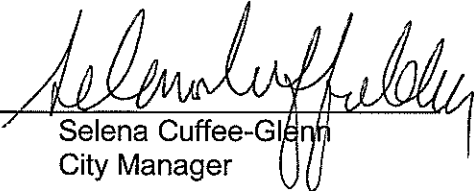
subsequent breach or default or a waiver of the provision itself.

**SIGNATURE PAGES FOLLOW**

IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.

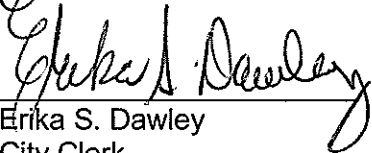
**CITY OF SUFFOLK, VA**

**ENDURANCE IT SERVICES LLC**

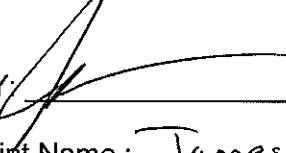
BY:   
Selena Cuffee-Glenn  
City Manager

BY:   
Blake White  
President

**ATTEST:**

BY:   
Erika S. Dawley  
City Clerk

**ATTEST:**

BY:   
Print Name: James Ashmore  
Title: VP

**APPROVED AS TO FORM**

BY:  Solomon H. Ashley Jr  
City Attorney's Office

# WORK ORDER



**Ms Debbie George**  
CITY OF SUFFOLK  
441 Market Street  
Suffolk, VA 23434

This Work Order executed under the terms defined in the Master Services Agreement between Endurance IT Services and City of Suffolk.

## A. DESCRIPTION OF SERVICES

This task order is to provide IT consulting and engineering services on a Time and Materials basis to assist City of Suffolk projects as directed. Reference RFP/Contract: 2013-00074-IC.

The assigned consultant(s) will work at the direction of the City of Suffolk management. The City of Suffolk may, throughout the course of the year, exchange certain specific resources based on the project needs of the city.

On-Site services will be subject to a eight-hour (8-hour) minimum. Remote services provided via telephone, dial-in, or over the Internet will be subject to a one-half hour (30-minute) minimum.

## B. ENGAGEMENT MANAGEMENT RESPONSIBILITY:

~~Endurance~~—Engagement Deliverables and Responsibilities are described above, or in the attachments.—

**Client** – Endurance's Deliverable is the consultant(s) assigned to the engagement. Responsibility for defining, planning, and managing all tasks and work products associated with the engagement rests with the client.

C. CLIENT MANAGER: Debbie George

D. CLIENT EXECUTIVE SPONSOR: Debbie George

E. SCHEDULE OF SERVICES

START DATE: TBD

END DATE: TBD

**F. HOURLY BILL RATE(S):**

**Note: Options for qualified consultants are listed below. Endurance can offer other personnel if requested.**

LABOR CATEGORY	ESTIMATED HOURS	HOURLY RATE
Senior Program Manager Qualified at Program Manager level will be offered at Project Manager 5 rate.	1,880	\$115.00
Senior Project Manager Qualified at Project Manager Level 6 will be offered at Project Manager 4 rate.	1,880	\$105.00

- G. INVOICING:** Endurance submits invoices on a monthly basis for services provided during the previous week. Invoices include a by Week Status Report, documenting the efforts expended on behalf of the client.
- H. PAYMENT TERMS:** Invoices are due and payable on a NET-30 basis, from invoice date.
- I. WORK PRODUCTS:** Endurance makes no claim to the title, ownership, or license of any programs, routines, designs, documentation, or any other work products associated with this engagement. All work products become the property of immediately upon receipt of payment.
- J. CONFIDENTIALITY:** Endurance will maintain the confidentiality of all City of Suffolk data and applications to which we have access. Endurance will not share that information with any other entity unless specifically given permission by the City.

# WORK ORDER



K. **ACCOUNTS PAYABLE CONTACT:** Please provide the following Accounts Payable information.

<b>BILL-TO ADDRESS:</b>	<b>CONTACT NAME:</b>	
	<b>PHONE:</b>	
	<b>FAX:</b>	
	<b>E-MAIL:</b>	

**ACCEPTED:**

**ACCEPTED:**

City of Suffolk

Endurance IT Services, LLC

\_\_\_\_\_  
(SIGNED)

\_\_\_\_\_  
(SIGNED)

\_\_\_\_\_  
(PRINT NAME)

Blake White  
President

\_\_\_\_\_

**February 20, 2013**



# **CITY OF SUFFOLK**

## **PURCHASING DIVISION**

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757)514-7524

### **NOTICE OF AWARD**

Date: MARCH 28, 2013

Name: ENDURANCE IT SERVICES LLC  
4646 PRINCESS ANNE ROAD, SUITE 104  
VIRGINIA BEACH, VA 234362

Your Offer Dated: FEBRUARY 13, 2013

In Response To: RFP# 2013-00074-IC

To Furnish: TECHNOLOGY AND MUNICIPAL PROJECT  
MANAGEMENT

Proposals have been reviewed by the evaluation committee and evaluation matrixes have been completed. As provided for in the Virginia Public Procurement Act at the sole discretion of the City, per the final rankings of the proposals submitted and the interviews conducted, the award shall be made to **ENDURANCE IT SERVICES LLC** as being the most qualified to perform the required services for the City.

The interest all firms showed in providing the above referenced services for the City by submitting a proposal is appreciated.

Ivy Crawford, VCA  
Buyer I





# CITY OF SUFFOLK

FINANCE DEPARTMENT/PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757) 514-7524

## MEMORANDUM

### DISTRIBUTION

### Initials

### Date

Charles Meek, Interim Director of Budget & Strategic Planning (Not Required)  
Approved As to Certification of Funds By Task Order

Charles Meek, Interim Purchasing Agent  
Approved As to Procurement Regulations

CM

3/17/13

Brian Parker, Risk Manager  
Approved As to Insurance Requirements

BCP

3/10/13

Debbie George, Chief of Staff  
Approved As To Content

djg

3-13-13

Patrick Roberts, Deputy City Attorney  
Approved As To Content

PRC

3-14-13

Solomon Ashby, Asst. City Attorney  
Approved As To Form

SAH

3/27/13

Selena Cuffee-Glenn, City Manager

SCG

3/27/13

Erika Dawley, City Clerk

ED

3/28/13

**FROM: Ivy Crawford, Buyer I**

**DATE: March 8, 2013**

**RE: Technology and Municipal Project Management Services**

Enclosed for your approval and execution are contract documents regarding the Technology and Municipal Project Management Services with Endurance IT Services.

After review and approval, please forward to the next person on the distribution list and return to my attention.

