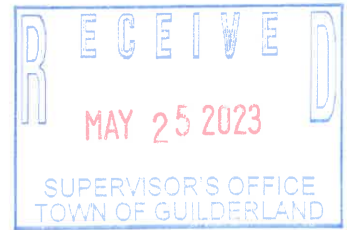


Town of Guilderland  
Office of the Town Clerk  
**Memorandum**

AGENDA ITEM #4



TO: Supervisor Barber  
FROM: Lynne Buchanan, Town Clerk  
RE: Tax Collection and Processing Software award  
DATE: May 25, 2023

June Town Board Meeting request

Approve awarding the RFP to Edmunds/GovTax for tax collection and processing software, and approve Supervisor Barber to sign the Edmunds/GovTax agreement, as requested by the Town Clerk.

Thank you,

A handwritten signature in black ink, appearing to read "Lynne".

<b>Customer:</b>	Guilderland Town	<b>Sales Order</b>	
<b>Customer Address:</b>	5209 Western Turnpike, PO Box 339 Guilderland, NY 12084-0339	<b>Order #:</b>	00005983
<b>Customer County:</b>	Albany	<b>Sales Order Date:</b>	April 28, 2023
<b>Customer Admin Contact:</b>	Peter G. Barber	<b>Effective Date:</b>	Date of customer signature below
<b>Customer Admin Phone:</b>	518-356-1980	<b>New/Add-On:</b>	Add-on Core
<b>Customer Admin Email:</b>	barberp@togny.org	<b>Sales Rep:</b>	John Wray

**Investment Summary**

Software Services - Subscription	\$9,550.00
Professional Services - Implementation	\$5,000.00
Conversion Services	\$6,000.00
<b>Year 1 Investment:</b>	<b>\$20,550.00</b>

**Summary Notes**

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

<b>Software Services - Subscription</b>	<b>Amount</b>
Tax.NET - 3 Year	\$7,900.00
Tax.NET Web Portal	\$1,650.00
<b>Annual Fees:</b>	<b>\$9,550.00</b>



<b>Professional Services - Implementation</b>	<b>Amount</b>
Standard Tax Implementation	\$5,000.00

**One-Time Fees: \$5,000.00**

<b>Conversion Services</b>	<b>Amount</b>
Data Conversion	\$6,000.00

**One-Time Fees: \$6,000.00**

**Software Services - Subscription Notes**

Initial term of the Software Services are a 36 month subscription, commencing 90 days after the Effective Date.

Thereafter, the Software Services subscription shall renew automatically for 12-month renewal terms unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

**Professional Services - Notes**

Includes all standard implementations listed under "Professional Services - Implementation".

**Professional Services - Notes**

Includes all standard implementations listed under "Professional Services - Implementation".

**Sales Order Notes**

Data Conversion scope of work:  
 Tax- Real Property master file conversion  
 Tax - Transaction History detail - 2 years

Live, remote implementation & training.  
 Onsite available upon request with travel expenses.  
 Quoted data conversion scope of work based on typical projects.  
 Alternate conversions available upon request and priced accordingly.  
 Unless quoted, implementation is included with module subscription.  
 Optional pos hardware available upon request.  
 By signing this quote or subsequent sales order, the client confirms the contents meets their expectations.  
 Any post signature acceptance project requests are subject to added costs.  
 System live dates determined by EGT project management staff.



**Please return executed Sales Orders via  
DocuSign or Email to:  
Edmunds GovTech, Inc.**  
Email: [SalesOrders@EdmundsGovTech.com](mailto:SalesOrders@EdmundsGovTech.com)  
P: 888.336.6999 | F: 609.645.3111  
[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)  
**Sales Order #: 00005983**

BY THE SIGNATURE BELOW, THE UNDERSIGNED CERTIFIES THAT S/HE IS AUTHORIZED TO OBLIGATE CUSTOMER AND EDMUNDS GOVTECH, AS APPLICABLE, AND ACKNOWLEDGES THAT THE SERVICES DESCRIBED IN THIS SALES ORDER ARE GOVERNED BY THE EXISTING LICENSE AGREEMENT BETWEEN CUSTOMER AND EDMUNDS GOVTECH, AS AMENDED HEREBY, WHICH ARE INCORPORATED BY THIS REFERENCE. IN WITNESS WHEREOF, INTENDING TO BE LEGALLY BOUND, THE PARTIES AGREE TO THE TERMS AND CONDITIONS OF THIS SALES ORDER AS OF THE DATE WRITTEN ABOVE.

EDMUNDS GOVTECH, INC.

Guilderland Town

By: _____	Date: _____	By: _____	Date: _____
John Wray Regional Sales Director		Peter G. Barber Supervisor	





## Guilderland Town Payment Schedule

Prepared by: John Wray, Regional Sales Director

Proposal Date: 04/28/2023

<b>Year 1 Investment</b>	<b>Amount Due</b>
Subscription Fees (100%)	\$9,550.00
Implementation Fees (50%)	\$2,500.00
Conversion Fees (50%)	\$3,000.00
<b>Upon Contract Execution: Payment 1</b>	<b>\$15,050.00</b>
Implementation Fees (25%)	\$1,250.00
Conversion Fees (25%)	\$1,500.00
<b>60 Days After Contract Execution: Payment 2</b>	<b>\$2,750.00</b>
Implementation Fees (25%)	\$1,250.00
Conversion Fees (25%)	\$1,500.00
<b>60 Days After Go-Live: Payment 3</b>	<b>\$2,750.00</b>
<b>Total Year 1 Investment</b>	<b>\$20,550.00</b>
<b>Year 2-3 Investment</b>	<b>Amount Due</b>
Subscription Fees (100%)	\$9,550.00
<b>Annual Payment</b>	<b>\$9,550.00</b>

