

**BOARD OF UNION COUNTY COMMISSIONERS
REGULAR MEETING
AGENDA
August 18, 2025**

9:00 a.m.

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Approval of agenda and minutes**
- 4. Hospital Report**
- 5. Discussion, Consideration, and Possible Action Items**

9:30 a.m. – Citizens' Forum

- i. Tower Lease Agreement Mayfield Tower**
 - ii. Next Steps for Update of SAAS Software**
 - iii. Approval of Bills**
 - iv. Inventory Items Disposition – Road Department International Water Truck**
 - v. Healthcare Assistance - Approval of Claims**
 - vi. County Travel Requests**
- 6. Reports**
- County Manager Report**
 - a. Admin Generator**
 - b. Schneider Electric**
 - c. CivicPlus**
 - Road Superintendent**
 - Emergency Service Coordinator Report**
 - a. Federal Engineering Report and Presentation**
 - Elected Officials Reports**
 - Additional Reports**

Executive Session - Pursuant to NMSA 1978, Section 10-15-1(H) 2 Limited Personnel Matters

- 1. County Manager**

Adjourn

As of 8/14/2025

Next Meeting -September 9, 2025 @ 9:00

BOARD OF UNION COUNTY COMMISSION
REGULAR MEETING
July 29, 2025

BOARD MEMBERS PRESENT:

Chairman Clayton F. Kiesling Commissioner Lloyd 'Red' Miller Commissioner Justin Bennett

OTHERS PRESENT:

Clerk Devian Fields Manager Brandy Thompson HR Cheryl Garcia
Treasurer Shea Arnett Sheriff Curtis Skaggs

GUESTS:

Tammie Chavez, CEO Union County General Hospital

At 9:00 a.m., Chairman Kiesling called the meeting to order in the Commission Chambers located in the Union County Administration Building. The pledge of allegiance was recited.

Commissioner Miller moved to approve the agenda and the regular meeting minutes of July 8, 2025.

Commissioner Bennett seconded. There was no further discussion. Vote: ALL AYE. The minutes were signed.

HOSPITAL REPORT

Tammie Chavez, CEO, came with guidance from the Hospital Board and their approval to request the purchase of the old Dollar General building. The purchase of the building will be utilized to relocate the physical therapy department. The one physical therapy office and gym would then be utilized to house a pulmonary rehabilitation and mental health via telehealth.

DISCUSSION/POSSIBLE ACTION ITEMS

UNION COUNTY GENERAL HOSPITAL PURCHASE OF 417 N. FIRST ST. CLAYTON NM

Discussion was held. The board gave the guidance to move forward with purchase details and final approval will be made once a set purchase price is agreed upon.

Commissioner Miller moved to approve moving forward with the purchase details pending final approval.

Commissioner Bennett seconded. There was no further discussion. VOTE: ALL AYE.

RESOLUTION 2026-08 APPROVAL OF 4TH QUARTER FY 25 QUARTLEY REPORT

Manager Thompson presented the board with the Resolution 2026-08 Approval of 4th Quarter FY 25 Quartley Report. No discussion was had.

RESOLUTION 2026-09 APPROVAL OF FINAL BUDGET FY 26

Manager Thompson presented the board with the Resolution 2026-09 Approval of Final Budget FY 26. No Discussion was had.

Commissioner Bennett moved to approve Resolution 2026-08 and Resolution 2026-09. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution was signed.

AUTHORIZATION OF COUNTY MANAGER TO EXECUTE PARTICIPATION AND SETTLEMENT AGREEMENTS ON BEHALF OF UNION COUNTY IN OPIOID SETTLEMENT

No Discission was had.

Commissioner Miller moved to approve Authorization of County Manager to Execute Participation and Settlement Agreements on behalf of Union County in opioid settlement. Commissioner Bennett seconded. There was no further discussion. VOTE: ALL AYE.

EXECUTIVE SESSION

At 9:35 a.m., Commissioner Miller made motion to enter into Executive Session-Pursuant to NMSA 1978, Section 10-15-1(H)7-Pertaining to threatened or pending litigation in which the County is or may become a participant and Pursuant to NMSAS 1987 Section 10-15-1(H)1- Limited Personnel Matters. Commissioner Bennett seconded. Chairman Kiesling request vote. VOTE: Chairmen Keisling – Aye, Commissioner Bennett – Aye, Commissioner Miller – Aye.

Commissioner Bennett moved to come out of Executive Session at 9:53 a.m., Commissioner Miller seconded. No action was taken. VOTE: Chairmen Keisling – Aye, Commissioner Bennett – Aye, Commissioner Miller – Aye.

Regular meeting resumed at 9:54 a.m.

ADJOURN: At 10:00 a.m., Commissioner Bennett moved to adjourn. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. Motion carried.

Meeting Announcements: The next regular meeting will be held on Monday, August 18, at 9:00 a.m.

Exhibit – Final Agenda

ATTEST

SEAL

**Board of Union County Commissioners
Union County, New Mexico**

Clayton F. Kiesling - Chairman

Devian Fields – County Clerk

Justin Bennett - Vice Chairman

Lloyd 'Red' Miller - Member

COMMUNICATIONS SITE LEASE

This Communications Site Lease (the "Agreement") made this ____ day of August, 2025, between Martin Jim Mayfield (hereinafter "LESSOR") and the Board of County Commissioners of Union County, a political subdivision of the State of New Mexico (hereinafter "LESSEE"). LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties."

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. GRANT. In accordance with this Agreement, LESSOR hereby grants to LESSEE the right to use an existing communications tower and equipment shack to place a radio repeater system to serve the Union County Emergency Services. LESSEE shall use LESSOR'S supplied antenna and cable and space within the equipment shack for the repeater, all located within a tract of land lying within Section 27, Township 26 North, Range 35 East, NMPM, within the Town of Clayton, and more particularly described in the warranty deed filed for record in Book 21, pages 606-607, in the records of the County Clerk of Union County, Instrument No. 9900702 (the "Premises").

2. TERM. This Agreement shall be effective as of the date of execution by both Parties ("Effective Date"). The initial term of the Agreement shall be for ten (10) years beginning on the Commencement Date (as hereinafter defined). The "Commencement Date" shall be the first day of the month in which LESSEE installs LESSEE's repeater in the radio shack and makes the repeater operational.

3. RENT. Rental payments shall begin on the Commencement Date and shall be a total annual rental of One Hundred Twenty-five dollars (\$125) per month, to be paid in equal monthly installments on the first day of the month to LESSOR at: 403 Rio Grande Avenue, Raton, New Mexico 87740 or to such other person, firm, or place as LESSOR may, from time to time, designate in writing at least 30 days in advance of any rental payment date by notice give.

4. ACCESS. LESSEE shall have the non-exclusive right of ingress and egress to the Communications Site seven days a week, twenty-four hours a day, over the Property to and from the Premises for the purpose of installation, operation and maintenance of LESSEE'S communications equipment.

5. ELECTRICAL. LESSOR shall furnish electrical energy to the premises to power the repeater and equipment, without charge.

6. TERMINATION. LESSEE or LESSOR may, unless otherwise stated, immediately terminate this Agreement upon written notice to LESSEE or LESSOR with three months prior notice to LESSEE or LESSOR, upon the annual anniversary of the Commencement Date; or at any time before the Commencement Date for any reason or no reason in LESSEE'S or LESSOR'S sole discretion.

7. MAINTENANCE. LESSEE will maintain LESSEE'S communication equipment within the Premises in good condition, reasonable wear and tear and casualty damage excepted. LESSOR shall maintain, in good operating condition and repair, the structural elements of the

communications tower, the equipment building and the Premises, and all building systems (including, but not limited to, the foundations, exterior walls, structural condition of interior bearing walls, parking lots, walkways, parkways, driveways, landscaping, fences, signs and utility systems serving the common areas) and the common areas.

8. INSURANCE. LESSEE shall, at its own cost and expense, maintain a policy of public liability insurance in force through the New Mexico County Insurance Authority (NMCIA) with limits commensurate with the New Mexico Tort Claims Act (NMSA 1978, Section 41-1-1 et seq.), in coverage amounts not less than \$1,050,000 combined single limit, to protect against claims for injury to or death of one or more persons in any one occurrence and for damage or destruction to the building.

9. INTERFERENCE. LESSEE agrees that LESSEE will not cause interference that is measurable in accordance with industry standards to LESSOR'S equipment or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. If LESSEE'S operations cause interference with LESSOR'S operations, LESSEE agrees to take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to powering down, reducing power or ceasing operations of the interfering equipment until the interference is cured.

10. REMOVAL AT END OF TERM. Upon expiration or within 90 days of earlier termination, LESSEE shall remove LESSEE'S Communications Equipment and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted.

11. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises. LESSOR represents and warrants to LESSEE as of the Effective Date and covenants during the Term that LESSOR has full authority to enter into and execute this Agreement and that there are no liens, judgments, covenants, easement, restrictions or other impediments of title that will adversely affect LESSEE's Use.

12. DEFAULT. It is a "Default" if (I) either Party fails to comply with this Agreement and does not remedy the failure within 30 days after written notice by the other Party or, if the failure cannot reasonably be remedied in such time, if the failing Party does not commence a remedy within the allotted 30 days and diligently pursue the cure to completion within 90 days after the initial written notice, or (ii) LESSOR fails to comply with this Agreement and the failure interferes with LESSEE'S Use and LESSOR does not remedy the failure within 5 days after written notice from LESSEE or, if the failure cannot reasonably be remedied in such time, if LESSOR does not commence a remedy within the allotted 5 days and diligently pursues the cure to completion within 15 days after the initial written notice. The cure periods set forth in this Paragraph 12 do not extend the period of time in which either Party has to cure interference pursuant to Paragraph 9 of this Agreement.

13. MISCELLANEOUS. This Agreement contains all agreements, promises and understandings between the LESSOR and the LESSEE regarding this transaction, and no oral agreement, promises or understandings shall be binding upon either the LESSOR or the LESSEE in any dispute, controversy or proceeding. This Agreement may not be amended or varied except

in a writing signed by all Parties. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns hereto. The failure of either party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights hereunder shall not waive such rights and such party shall have the right to enforce such rights at any time. The performance of this Agreement shall be governed, interpreted, construed and regulated by the laws of the state in which the Premises is located without reference to its choice of law rules. Except as expressly set forth in this Agreement, nothing in this Agreement shall grant, suggest or imply any authority for one Party to use the name, trademarks, service marks or trade names of the other for any purpose whatsoever. LESSOR agrees to execute a Memorandum of this Agreement, which LESSEE may record with the appropriate recording officer. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR:

By: _____
Name: Martin Jim Mayfield
Date: _____

LESSEE:

THE BOARD OF COUNTY
COMMISSIONERS OF
UNION COUNTY

By: _____
Its: CHAIRMAN

Attest: _____
County Clerk

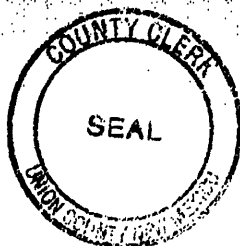
EXHIBIT "A"
DESCRIPTION OF PROPERTY

REAL ESTATE RECORDS BOOK 21
PAGE 606/607 UNION CO., N.M.,

FILED FOR RECORD

July 22, 1999 AT 2:16 P.
FREIDA J. BIRDWELL, County Clerk

[Signature]
RECORDER *[Signature]* Deputy



WARRANTY DEED
(JOINT TENANTS)

JIM MAYFIELD and **ARLENE MAYFIELD**, his wife, as joint tenants, for consideration paid, grant to **JIM MAYFIELD** and **ARLENE MAYFIELD**, his wife, and **MARTIN JIM MAYFIELD**, as joint tenants, whose address is 301 Wilson Street, Clayton, New Mexico, the following described real estate in Union County, New Mexico, to wit:

A tract of land lying within Section Twenty-seven (27), Township Twenty-six (26) North, Range Thirty-five (35) East, N.M.P.M., Union County, New Mexico, and within the Town of Clayton, being more particularly described as follows:

COMMENCING at the SW Corner of the A. L. Shields Industrial Addition to the Town of Clayton; Thence North $60^{\circ} 34' 28''$ West, 136.18 feet to the point and place of beginning;

Thence South $25^{\circ} 07'$ East, 329.18 feet along the West line of State Road 370 to a point;

Thence South $64^{\circ} 53'$ West, 10.00 feet along the West right of way of said road;

Thence 102.92 feet along a curve with a Delta = $11^{\circ} 10' 48''$, Radius = 527.46 feet, to a point;

Thence South $25^{\circ} 07'$ East, 172.28 feet along the West right of way of the Old Lake Road or State Road 370;

Thence 247.49 feet along a curve with a Delta = $13^{\circ} 26' 31''$ Radius = 1054.93 feet along the North right of way line of U. S. 64;

Thence North $70^{\circ} 07'$ West 328.31 feet along the North right of way of said Road to a point on the East line of the Colorado & Southern Railroad;

Thence North $25^{\circ} 07'$ West, 79.66 feet along the East right of way line of the Colorado and Southern Railroad to a point;

Thence North $50^{\circ} 35' 48''$ East, 397.41 feet to the point and place of beginning, and containing 2.869 acres, more or less.

SUBJECT TO easements, reservations, restrictions, and rights of way,
including those of record.

WITH WARRANTY COVENANTS.

DATED this 22 day of July, 1999.

Jim Mayfield
Jim Mayfield

Arlene Mayfield
Arlene Mayfield

STATE OF NEW MEXICO,

COUNTY OF UNION, ss

This instrument was acknowledged before me this 22nd
day of July, 1999, by Jim Mayfield and Arlene Mayfield,
his wife, as joint tenants.

Marcia Massey
Notary Public



My commission expires: 10-25-2000



Clayton Kiesling
Chair
Justin Bennett
Member
Lloyd Miller
Member

PO Box 430
Clayton, NM 88415
(575)374-8896
(575)374-2763 Fax
www.unionnm.us

Brandy Thompson
County Manager

Stephen C. Ross
County Attorney

Inventory Items for Disposition

- Fujitsu Laptop Serial # R0641193 Tag #2122
- HPI65 Scanner Serial # 4321-4441 Tag #2123
- Map Cabinet Tag #926
- Dell Computer D07D Serial #5138TW1 Tag# 2193
- Dell Computer D07D Serial #5148TW1 Tag # 2194
- Dell Computer Serial # FNV7P81 Tag # 2287
- HPT790PS DesignJet 44' Plotter Tag #2124
- Water Fountain Tag# 48

DONE at Clayton, County of Union, this 18th day of July, 2025.

UNION BOARD OF COUNTY COMMISSIONERS

Clayton Kiesling, Chairman

Justin Bennett, Member

Lloyd Miller, Member

ATTEST:

Devian Fields, County Clerk

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 74716	567.72	A & I CAR CARE	INV#S6-3062947 SPRING BRAKE	402-25-2012	S6-3062947	07/21/2025	29720	134.80
08/12/2025			INV#S6-3061422 AIR SPRING CABIN	402-25-2012	S6-3061422	07/21/2025	29720	132.33
			INV#S6-3059518 IMPACT ADAPTER	402-25-2012	S6-3059518	07/21/2025	29720	19.59
			INV#S6-3065592 TUBING AND CLAMP	402-25-2012	S6-3065592	07/21/2025	29720	97.80
			INV#S6-3067266 HOOD CABLE/SPRING	402-25-2012	S6-3067266	07/24/2025	29720	183.20
ROAD		567.72						
01 O 74717	7231.76	AAA FIREPRO OF NEW MEXICO INC	KDK01102THERMAL IMAGING CAMERAS	410-53-2076	KDK011025	06/30/2025	29546	2034.29
08/12/2025			INV#D-04252501 FIRE ENGINE PARTS	409-49-2076	D-04252501	07/31/2025	29647	3290.36
			INV#KDK07072PARTS/EQUIPMENT A-35	410-53-2076	KDK070725	08/12/2025	29795	1907.11
RABBIT EAR		3941.40	AMISTAD/HAYDEN	3290.36				
01 O 74718	242.16	ADVANCED COMMUNICATION	INV#22714-00 RADIO REPAIR - B64	410-53-2076	22714-00	07/31/2025	29807	242.16
08/12/2025								
RABBIT EAR		242.16						
01 O 74719	2932.53	AEG PETROLEUM, LLC	DIESEL/GAS FOR STATIONS	409-49-2076	927464	07/31/2025	29822	2932.53
08/12/2025								
AMISTAD/HAYDEN		2932.53						
01 O 74720	175.00	ALEX SENA	BOOT ALLOCATION	402-25-2082	7212025-5	07/24/2025	29838	175.00
08/12/2025								
ROAD		175.00						
01 O 74721	16840.07	AMBITEC INC	INV#2709 BALLISTIC SHIELDS	605-92-2081	2709	07/31/2025	29666	4793.90
08/12/2025			INV#2805 BALLISTIC SHIELDS	605-92-2081	2805	08/07/2025	29666	12046.17
LAW ENFORCEMENT P.F.		16840.07						
01 O 74722	711.45	BACA VALLEY TELEPHONE CO.	GRENVILLE FD #507	411-57-2025	8012025	08/12/2025	29743	68.08
08/12/2025			FIRE ALARM #2159	401-03-2025	/	/	29743	34.51
			EMAIL HOSTING #2159	401-03-2025	/	/	29743	29.90
			TOWER LEASE #2159	415-68-2076	/	/	29743	320.80
			SHERIFF SUBSTATION #5184	415-68-2076	/	/	29743	70.17
			CAPULIN FD #122	407-41-2025	/	/	29743	117.82
			SHERIFF #5184	401-08-2007	/	/	29743	70.17
GRENVILLE		68.08	MAINT/OPER/BLDGS	64.41	STATE FIRE ALLOTMENT	390.97		
CAPULIN		117.82	LAW ENFORCEMENT	70.17				
01 O 74723	23.82	BENNETTS LLC	INV#25-C25109 CYLINDER LEASE	414-66-2076	25-C25109	08/07/2025	29757	23.82
08/12/2025								
FOLSOM EMS		23.82						
01 O 74724		BOBBY EMERY WELDING	INV#50444 2 15" CATTLE GUARDS	402-25-2080	50444	07/21/2025	29799	5421.92

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
=====								
ROAD		5421.92						
=====								
01 O 74725	08/12/2025	BOBBY LONGWILL	LUNCH REIMBURSEMENT	410-53-2076	7012025-2	08/05/2025	29735	80.06
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08/12/2025		80.06						
=====								
RABBIT EAR		80.06						
=====								
01 O 74726	7909.20	BOMB CITY SAFES, LLC	INV#1002210 SAFES	605-92-2081	1002210	07/21/2025	29566	7909.20
=====								
08/12/2025								
=====								
LAW ENFORCEMENT P.F.	7909.20							
=====								
01 O 74727	1609.99	BOUND TREE MEDICAL, LLC	INV#85862732 HEARTSTART AED SET	409-49-2076	85862732	08/05/2025	29851	1609.99
=====								
08/12/2025								
=====								
AMISTRAD/HAYDEN	1609.99							
=====								
01 O 74728	2392.62	BRAD'S AUTO SERVICE	2 NEW TIRES	402-25-2043	20250709	07/21/2025	29802	560.36
=====								
08/12/2025			E-44 TIRES, FRONT END REPAIRS	410-53-2012	8072025	08/11/2025	29864	1832.26
=====								
ROAD		560.36	RABBIT EAR	1832.26				
=====								
01 O 74729	318.84	BRADLEY SUPPLY	INV#18693 BALLVALVE/WHEEL,BRUSH	410-53-2076	18693	08/05/2025	29775	105.33
=====								
08/12/2025			INV#18509 DRILL BIT/PIPE WRENCH	410-53-2076	18509	08/05/2025	29775	54.57
=====								
			INV#18535 SAWZALL	402-25-2076	18535	08/05/2025	29721	89.97
=====								
			INV#18542 SAWZALL	402-25-2076	18542	08/05/2025	29721	59.98
=====								
			INV#18518 PRO MAX BRUSH	401-03-2046	18518	08/05/2025	29721	8.99
=====								
RABBIT EAR	159.90	ROAD	149.95	MAINT/OPER/BLDGS	8.99			
=====								
01 O 74730	2675.35	BRUCKNERS TRUCK SALES AMARILLO	INV#XAL01139663 RIDE SHOCKS	402-25-2012	XAL01139663	08/05/2025	29793	55.88
=====								
08/12/2025			INV#XAL01140111 D2 GOVERNOR	402-25-2012	XAL01140111	08/05/2025	29826	16.69
=====								
			INV#RAL010264390 MAINTENANCE	402-25-2012	RAI010264390	08/05/2025	29679	250.00
=====								
			INV#RAL01026147 GENERAL REPAIR	402-25-2012	RAI01026147	08/05/2025	29679	2269.10
=====								
			INV#XAL01139406 GUIDE	402-25-2012	XAL01139406	08/06/2025	29820	83.68
=====								
ROAD		2675.35						
=====								
01 O 74731	277.95	BURNS DO-IT CENTER	WEED EATER/SUPPLIES	402-25-2076	A20162743	08/05/2025	29854	277.95
=====								
08/12/2025								
=====								
ROAD		277.95						
=====								
01 O 74732	11060.59	CATERPILLAR FINANCIAL SER. CO.	LEASE CONTRACT#001-1041511-000	402-25-2013	37279244	08/11/2025	29732	2711.76
=====								
08/12/2025			LEASE CONTRACT#001-1029230-000	402-25-2013	/	/	29732	2711.76
=====								
			LEASE CONTRACT#001-1029228-000	402-25-2013	/	/	29732	2711.76
=====								
			LEASE CONTRACT#001-1027605-000	402-25-2013	/	/	29732	2925.31
=====								
ROAD		11060.59						

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 74733	244.93	CDL TIRE AND AUTO	BATTERY E 64	410-53-2076	7012025	07/21/2025	29831	244.93
08/12/2025								
RABBIT EAR	244.93							
01 O 74734	366.95	CERTIFIED LABORATORIES	HAND WASHER & CERTOP 84W140	402-25-2012	7092025	07/21/2025	29800	366.95
08/12/2025								
ROAD	366.95							
01 O 74735	344.00	CHERYL GARCIA	PER DIEM PURCHASING CONF 80%	401-02-2010	8132025	08/05/2025	29863	344.00
08/12/2025								
COUNTY MANAGER	344.00							
01 O 74736	1619.06	CIVILITY GOVERNMENT	INV#174 LOBBYIST SERVICE	401-01-2101	174	08/05/2025	29733	1619.06
08/12/2025								
COMMISSIONERS	1619.06							
01 O 74737	563.12	CROSSFIRST BANK	MOP/VACUUM/FILTERS	401-03-2046	7312025	08/11/2025	29811	195.14
08/12/2025			GODADDY WEBSITE	401-01-2073	7312025-2	08/11/2025	29771	289.33
			DELL CHARGER	401-02-2009	7312025-3	08/11/2025	29811	22.68
			LIGHTBULBS AND TOILET BRUSHES	401-03-2046	/	/	29811	55.97
MAINT/OPER/BLDGS	251.11	COMMISSIONERS	289.33	COUNTY MANAGER	22.68			
01 O 74738	572.25	DBH DOING BETTER HYDRAULICS	ANNUAL LIFT INSPECTION	402-25-2076	9064	08/11/2025	29816	572.25
08/12/2025								
ROAD	572.25							
01 O 74739	669.90	DEASON AUTOMOTIVE	INV#10758 BATTERIES	408-45-2076	10758	08/12/2025	29868	669.90
08/12/2025								
SEDAN	669.90							
01 O 74740	46.00	DEVIAN FIELDS	20% PER DIEM ELECTION SCHOOL	401-05-2010	8122025-1	07/29/2025	29786	46.00
08/12/2025								
ELECTIONS	46.00							
01 O 74741	100.00	EMS REGION III CORP ACCT	AHA HEARTSTART CPR/AED/FA CARD	415-68-2076	47469	07/21/2025	29709	100.00
08/12/2025								
STATE FIRE ALLOTMENT	100.00							

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 74742	20828.00	FEDERAL ENGINEERING, INC	INV#2025-3-2276 CONSULTING	604-89-2101	2025-3-2276	08/05/2025	29587	20828.00
08/12/2025								
LATCF	20828.00							
01 O 74743	500.00	FRANK G. MAGOURILOS	PREVENTIONIST CONTRACT SERVICES	426-75-2101	FY26-1	08/05/2025	29749	500.00
08/12/2025								
DWI STATE DISTRIBUTION	500.00							
01 O 74744	199.00	FREDDY'S TIRE & SERVICE, LLC	INV#2126 FLAT TIRE REPAIR	401-08-2011	2126	07/21/2025	29809	20.00
08/12/2025			INV#2148 FLAT TIRE REPAIR	401-08-2011	2148	07/31/2025	29809	20.00
			INV#2278 TIRE REPAIR	499-79-2011	2278	07/31/2025	29845	20.00
			INV#2379 FORK LIFT TUBE	402-25-2076	2379	08/11/2025	29858	40.00
			INV#2379 TIRE FLAP	402-25-2012	/	/	29858	15.00
			INV#2405 OIL CHANGE	401-08-2011	2405	08/11/2025	29809	84.00
LAW ENFORCEMENT	124.00	REAPPRAISAL	20.00	ROAD				55.00
01 O 74745	1724.66	FRONTIER FUEL CO.	INV#25072845 GAS/FUEL FILTER	410-53-2076	25072845	08/05/2025	29784	566.37
08/12/2025			INV#25073251 DIESEL FUEL	408-45-2076	25073251	08/05/2025	29784	1158.29
RABBIT EAR	566.37	SEDAN	1158.29					
01 O 74746	354.87	GARY WRIGHT	BOOT ALLOCATION	402-25-2082	7212025-7	07/24/2025	29836	175.00
08/12/2025			USED TUBELESS TRUCK TIRE TOOL	402-25-2076	7242025	08/06/2025	29844	179.87
ROAD	354.87							
01 O 74747	5270.23	GRAINGER	INV#9563917401 ICE MACHINE	410-53-2076	9563917401	07/21/2025	29736	4721.29
08/12/2025			INV#9572623487 ICE MACHINE SUP	410-53-2076	9572623487	07/31/2025	29814	334.83
			INV#9572866565 ICE MACHINE SUP	410-53-2076	9572866565	07/31/2025	29814	214.11
RABBIT EAR	5270.23							
01 O 74748	139.93	HUGHESNET NETWORK SYSTEMS LLC	INV#B1-433733656 FY 25	410-53-2076	B1-433733656	08/05/2025	29730	139.93
08/12/2025								
RABBIT EAR	139.93							
01 O 74749	88.21	JACK W. HILL III	LUNCH REIMBURSEMENT	410-53-2076	7012025	08/05/2025	29734	88.21
08/12/2025								
RABBIT EAR	88.21							
01 O 74750	175.00	JONATHAN FRANKLIN	BOOT ALLOCATION	402-25-2082	7212025	07/24/2025	29835	175.00
08/12/2025								
ROAD	175.00							

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 74751	175.00	JORDAN PODZEMNY	BOOT ALLOCATION	402-25-2082	7212025-3	07/24/2025	29840	175.00
08/12/2025								
ROAD								
175.00								
01 O 74752	175.00	JOSE B. LUJAN	BOOT ALLOCATION	402-25-2082	7212025-6	07/24/2025	29837	175.00
08/12/2025								
ROAD								
175.00								
01 O 74753	175.00	JOSH VALDEZ	FY26 BOOT ALLOCATION	401-03-2081	8122025	08/12/2025	29874	175.00
08/12/2025								
MAINT/OPER/BLDGS								
175.00								
01 O 74754	175.00	JUSTIN NEWTON	BOOT ALLOCATION	402-25-2082	7212025-1	07/24/2025	29833	175.00
08/12/2025								
ROAD								
175.00								
01 O 74755	27.99	KAUFMAN'S WEST	INV#11204V NAMEPLATE ARIAS	605-92-2081	11204V	08/12/2025	29609	27.99
08/12/2025								
LAW ENFORCEMENT P. F.								
27.99								
01 O 74756	426.80	KIMBERLY J. MITCHELL	20% PER DIEM ELECTION SCHOOL	401-05-2010	8122025-2	07/29/2025	29785	46.00
08/12/2025								
MILEAGE ELECTION SCHOOL								
401-05-2010								
8072025 08/12/2025								
29785								
380.80								
ELECTIONS								
426.80								
01 O 74757	5040.00	KLMX	INV#3251 KLMX RADIO SPONSORSHIP	426-75-2076	3251	07/31/2025	29828	5040.00
08/12/2025								
DWI STATE DISTRIBUTION								
5040.00								
01 O 74758	6794.18	LAW OFFICE OF STEPHEN ROSS	200-1 ATTORNEY SERVICES	401-01-2101	7312025	08/11/2025	29753	6794.18
08/12/2025								
COMMISSIONERS								
6794.18								
01 O 74759	876.75	LEANNE LAGASSE COACHING	INV#1248 CLIFTONSTRENGTH CODES	401-02-2010	1248	07/24/2025	29819	15.00
08/12/2025								
EXECUTIVE COACHING								
401-02-2010								
/ /								
29819								
861.75								
COUNTY MANAGER								
876.75								
01 O 74760		LIGHTNING X PRODUCTS, INC	INV#68655 GEAR BAGS	410-53-2076	68655	07/21/2025	29796	3604.67

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
3604.67								
08/12/2025								
RABBIT EAR 3604.67								
01 O 74761		LINDE GAS & EQUIPMENT INC	INV#50562365 CYLINDER LEASE	402-25-2076	50562365	07/21/2025	29717	146.19
260.00			INV#51117722 CYLINDER LEASE	402-25-2076	51117722	08/11/2025	29717	113.81
08/12/2025								
ROAD 260.00								
01 O 74762		M.R.S.	COMMUNITY CUSTODY MONITORS	424-77-2307	12	08/05/2025	29788	2183.00
2183.00								
08/12/2025								
CORRECTIONAL GGRT RES 2183.00								
01 O 74763		MAYFIELD PAPER COMPANY	INV#430537 JANITOR SUPPLIES	401-03-2046	4305537	07/21/2025	29777	99.52
661.15			INV#4300102 JANITOR SUPPLIES	401-03-2046	4300102	07/24/2025	29777	91.28
08/12/2025			INV#4299738 BOX OF PAPER	401-07-2009	4299738	07/24/2025	29192	47.08
			INV#4299738 1 BOX OF PAPER	401-06-2009	4299738-1	07/24/2025	29768	47.08
			INV#4311315 JANITOR SUPPLIES	401-03-2046	4311315	08/05/2025	29777	376.19
MAINT/OPER/BLDGS 566.99 COLLECTIONS 47.08 PROPERTY ASSESSMENTS 47.08								
01 O 74764		MC CLURES BIG J PARTS	INV#89451 3/4F TO 1/2M	402-25-2076	89451	08/12/2025	29724	10.28
409.38			INV#89457 GRAPHITE SPRAY	402-25-2076	89457	08/12/2025	29724	27.98
08/12/2025			INV#89461 ADAPTER	402-25-2076	89461	08/12/2025	29724	32.97
			INV#89476 SUPPLIES	402-25-2076	89476	08/12/2025	29724	91.34
			INV#89481 FITTING/HOSE	402-25-2076	89481	08/12/2025	29724	78.44
			INV#89510 BLACK RTV SILICONE	402-25-2076	89510	08/12/2025	29724	43.98
			INV#89515 AIR HOSE	402-25-2076	89515	08/12/2025	29724	98.20
			INV#89519 ORING	402-25-2076	89519	08/12/2025	29724	8.94
			INV#89553 GORILLA TAPE	402-25-2076	89553	08/12/2025	29724	17.25
ROAD 409.38								
01 O 74765		MICHAEL SHANE PHIPPS	BOOT ALLOCATION	402-25-2082	7212025-8	07/24/2025	29834	175.00
175.00								
08/12/2025								
ROAD 175.00								
01 O 74766		NEW MEXICO MUNICIPAL LEAGUE	INV#15554 FY26 MEMBERSHIP DUES	410-53-2010	15554	07/24/2025	29841	250.00
500.00			INV#15320 FY26 MEMBERSHIP DUES	408-45-2010	15320	08/07/2025	29841	250.00
08/12/2025								
RABBIT EAR 250.00 SEDAN 250.00								
01 O 74767		NMAC COUNTY MANAGERS AFFILIATE FY 26 AFFILIATE DUES		401-02-2010	FY26-003	07/21/2025	29818	100.00
100.00								
08/12/2025								
COUNTY MANAGER 100.00								
01 O 74768		NMC - GIS/ADDRESSING AFFILIATE GIS AFFILIATE DUES		401-06-2010	2025-2026-21	07/31/2025	29856	50.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
50.00	08/12/2025							
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PROPERTY ASSESSMENTS 50.00								
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01 O 74769		NMC FINANCE/PURCHASE AFFILIATE	FY26 AFFILIATE DUES	401-02-2010	FY26	07/14/2025	29812	25.00
275.00	08/12/2025		CONFERENCE DUES	401-02-2010	/	/	29812	250.00
=====								
COUNTY MANAGER 275.00								
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01 O 74770		NMC HEALTH SERVICES AFFILIATE	FY26 AFFILIATE DUES	401-02-2010	FY26	07/14/2025	29801	100.00
100.00	08/12/2025							
=====								
COUNTY MANAGER 100.00								
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01 O 74771		NMC HUMAN RESOURCES AFFILIATE	FY26 AFFILIATE DUES	401-02-2010	FY26	07/14/2025	29789	75.00
75.00	08/12/2025							
=====								
COUNTY MANAGER 75.00								
=====								
01 O 74772		NMC PROBATE AFFILIATE	ANNUAL AFFILIATE DUES FY 26	401-09-2010	28	07/21/2025	29821	20.00
20.00	08/12/2025							
=====								
PROBATE JUDGE 20.00								
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01 O 74773		OFFICE DEPOT	INV#431314338001 OFFICE SUPPLIES	401-02-2009	431314338001	08/05/2025	29817	13.06
216.42	08/12/2025		INV#431314338001 HARD DRIVE	415-68-2076	/	/	29817	40.69
			INV#431335165001 OFFICE SUPPLIES	401-02-2009	431335165001	08/05/2025	29817	49.82
			INV#431335164001 HARD DRIVE	415-68-2076	431335164001	08/05/2025	29817	112.85
=====								
COUNTY MANAGER 62.88 STATE FIRE ALLOTMENT 153.54								
=====								
01 O 74774		PANHANDLE MACHINE SHOP	INV#709457 4 PINS	402-25-2012	709457	07/24/2025	29825	130.00
130.00	08/12/2025							
=====								
ROAD 130.00								
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01 O 74775		PAUL'S PEST CONTROL	INV#3473 SPRAY UC BUILDINGS	401-03-2024	3473	07/24/2025	29810	377.58
377.58	08/12/2025							
=====								
MAINT/OPER/BLDGS 377.58								
=====								
01 O 74776		PETE'S AUTO, LLC	INV#941394 SVC/TIRE ROTATION	401-02-2011	941394	08/07/2025	29857	146.64
146.64	08/12/2025		BLAZER					
=====								
COUNTY MANAGER 146.64								
=====								
01 O 74777		PHIL LONG FORD	INV#92385 DIAGNOSTIC	401-08-2011	92385	08/05/2025	29790	242.77
242.77								

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
08/12/2025								
LAW ENFORCEMENT			242.77					
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01	O	74778	PITNEY BOWES INC	INV#1027760854 SEALING SOLUTION	401-02-2006	1027760854	07/21/2025	29804
								82.99
08/12/2025								
COUNTY MANAGER			82.99					
=====								
01	O	74779	PTCI	TELEPHONE SERVICES	410-53-2025	8012025	08/05/2025	29740
								48.06
08/12/2025								
RABBIT EAR			48.06					
=====								
01	O	74780	QUILL CORPORATION	INV#44736944 OFFICE SUPPLIES	401-04-2009	44736944	08/05/2025	29706
								55.21
08/12/2025								
RECORDING/FILING			55.21					
=====								
01	O	74781	RABBIT EAR MEDIA & PRINT LLC	INV#1437 VEHICLE DECALS	410-53-2076	1437	08/05/2025	29842
								907.44
08/12/2025								
RABBIT EAR			907.44					
=====								
01	O	74782	RACHEL FARNUM	BOOT ALLOCATION	402-25-2082	7212025-4	07/24/2025	29839
								175.00
08/12/2025								
ROAD			175.00					
=====								
01	O	74783	RANCH MARKET	FIRE FOODS & WATER	410-54-2076	7212025	07/21/2025	29827
								53.61
08/12/2025								
RABBIT EAR FEES/DONATI			53.61					
=====								
01	O	74784	RICARDO TRUJILLO	INV#07-2025 CLEANING SERVICES	401-03-2101	7-2025	08/11/2025	29760
								1500.00
08/12/2025								
MAINT/OPER/BLDGS			1500.00					
=====								
01	O	74785	SCOTT POWER & EQUIPMENT	INV#DV87771 FREIGHT FOR SUPPLIES	401-03-2012	DV87771	08/05/2025	29707
								108.52
08/12/2025								
MAINT/OPER/BLDGS			108.52					
=====								
01	O	74786	SOONER TOWERS, LLC.	CLAYTON LAKE REPEATER	500-81-2052	105239	07/31/2025	29713
								21.00
08/12/2025								
EMERGENCY SERVICES GGR			21.00					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount								
=====																
01 O 74787 1928.94 08/12/2025		SOUTHWESTERN ELECTRIC	ACCT#211115001 SHERIFF SUB	401-03-2025	23641	08/05/2025	29747	161.92								
			ACCT#221111001 CAPULIN FD	407-41-2025				29747	119.31							
			ACCT#211110002 CAPULIN EMS	407-41-2025				29747	56.17							
			ACCT#211110003 REFD KENTON	410-53-2025				29747	83.66							
			ACCT#211110004 GRENVILLE	411-57-2025				29747	85.55							
			ACCT#211110005 HAYDEN STATION	409-49-2025				29747	65.94							
			ACCT#211110006 REFD SENECA	410-53-2025				29747	72.28							
			ACCT#211110007 SEDAN FD SCHOOL	408-45-2025				29747	62.68							
			ACCT#211110008 SEDAN FD STATION	408-45-2025				29747	251.16							
			ACCT#211110009 SEDAN FD PODZEMNY	408-45-2025				29747	64.13							
01 O 74788 431.36 08/12/2025		STAPLES, INC.	ACCT#211110010 SEDAN FD THOMAS	408-45-2025				219.83								
			ACCT#211110011 AMISTAD FD AG	409-49-2025				29747	148.14							
			ACCT#211110012 REFD GILBERTS	410-53-2025				29747	71.73							
			ACCT#211110013 REFD MAIN	410-53-2025				29747	264.91							
			ACCT#211110014 AMISTAD FD WELL	409-49-2025				29747	52.91							
			ACCT#211110015 AMISTAD/HAYDEN FD	409-49-2025				29747	148.62							
			=====													
			01 O 74789 243.67 08/12/2025					COUNTY MANAGER	175.48 RABBIT EAR	492.58						
									415.61 SEDAN	597.80						
									=====							
INV#6036468321 OFFICE SUPPLIES	410-53-2076	6036468321			07/21/2025	29712	119.52									
01 O 74789 243.67 08/12/2025		COUNTY MANAGER	INV#6036468322 OFFICE SUPPLIES	410-53-2076					104.75							
			INV#6036468323 OFFICE SUPPLIES	410-53-2076					6036468323	07/21/2025	29712	67.12				
			INV#6036849694 OFFICE SUPPLIES	401-02-2009					6036849694	08/05/2025	29712	100.38				
			INV#6036849694 COPY PAPER	401-07-2009					/	/	29712	39.59				
=====																
01 O 74790 9229.00 08/12/2025		COUNTY MANAGER	100.38 COLLECTIONS	39.59												
			INV#22552 METAL RECIP BLADE	402-25-2076						22552	07/24/2025	29719	28.99			
			INV#22633 OXYGEN LEASE	402-25-2076						22633	07/24/2025	29719	214.68			
			=====													
01 O 74790 9229.00 08/12/2025		COUNTY MANAGER	402-25-2012	301329												
			PRO-TAC IV EXCEL ASE	402-25-2012						301329	07/21/2025	29808	9229.00			
			=====													
			=====													
01 O 74791 2060.00 08/12/2025		COUNTY MANAGER	402-25-2080	2421												
			CATTLEGUARDS	402-25-2080						2421	07/21/2025	29803	2060.00			
			=====													
			=====													
01 O 74792 40689.03 08/12/2025		COUNTY MANAGER	402-25-2076	6032025												
			INV#03062025 BULK WATER	402-25-2076						6032025	07/21/2025	29761	38.05			
			DISPATCH APRIL 2025	500-81-2112						42025	08/05/2025	29759	8945.89			
			DISPATCH MAY 2025	500-81-2112						52025	08/05/2025	29759	9022.97			
01 O 74792 40689.03 08/12/2025		COUNTY MANAGER	DISPATCH JUNE 2025	500-81-2112												
			ACCT#11-0035-01 ROAD DEPT	402-25-2025						7282025	08/05/2025	29741	113.63			
			ACCT#12-0330-03 SHERIFF	605-93-2025						/	/	29741	183.00			
			ACCT#22-1198-03 SHERIFF	605-93-2025						/	/	29741	174.28			
01 O 74792 40689.03 08/12/2025		COUNTY MANAGER	ACCT#32-0214-02 ADMIN	401-03-2025												
			ACCT#32-0214-02 ADMIN	401-03-2025						401-03-2025	163.81					
			ACCT#32-0220-02 ADMIN	401-03-2025						/	/	29741	263.21			
			ACCT#32-0220-02 ADMIN	401-03-2025						/	/	29741	263.21			

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
ROAD		151.68	EMERGENCY SERVICES GGR 38298.36	LEPP FEES				357.28
MAINT/OPER/BLDGS		1881.71						
01 O 74793			TRANSUNION RISK & ALTERNATIVE	FY26 MONTHLY FEES				
		75.00						
08/12/2025								
LAW ENFORCEMENT		75.00						
01 O 74794			TRI-STATE RECYCLING LLC	INV#40604 DUMPSITE SERVICE				
		461.12						
08/12/2025								
GRENVILLE		379.12	AMISTAD/HAYDEN					
01 O 74795			TRIADIC	NETWORK SERVICES				
		3883.56						
08/12/2025								
COUNTY MANAGER		1245.70	COLLECTIONS	1318.93	PROPERTY ASSESSMENTS	1318.93		
01 O 74796			TYRELL WARKE					
		175.00						
08/12/2025								
ROAD		175.00						
01 O 74797			UNIFIRST CORPORATION	INV#2850269646 MONTHLY SERVICE	401-03-2046			
		59.45						
08/12/2025								
MAINT/OPER/BLDGS		59.45						
01 O 74798			UNION COUNTY LEADER	EMPLOYMENT AD COUNTY MGR 07/30	401-01-2101			
		41.73						
08/12/2025								
COMMISSIONERS		41.73						
01 O 74799			UNITED RENTALS, INC	INV#247593892-004 ROLLER	402-25-2013			
		4863.59						
08/12/2025								
ROAD		4863.59						
01 O 74800			UNITED SUPPLY	INV#1287567 WEED EATER	409-49-2076			
		161.52						
08/12/2025								
AMISTAD/HAYDEN		161.52						

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 74801	102641.89	VIGIL MALDONADO DETENTION CENTERMATE HOUSING		424-77-2307	6302025-1	07/21/2025	29754	45685.50
08/12/2025		INMATE PHARMACY		424-77-2018	/	/	29754	275.33
		INMATE HOUSING		424-77-2307	72025	08/07/2025	29754	56610.00
		INMATE PHARMACY		424-77-2018	/	/	29754	71.06
CORRECTIONAL GGRT RES 102641.89								
01 O 74802	455.90	WARREN CAT		402-25-2012	PS060118831	07/21/2025	29723	455.90
08/12/2025								
ROAD								
		455.90						
01 O 74803	178.17	WEIS FIRE & SAFETY EQUIPMENT	INV#197662 DRAFT COMMANDER PARTS	415-68-2076	197662	07/21/2025	29782	178.17
08/12/2025								
STATE FIRE ALLOTMENT 178.17								
01 O 74804	336.00	WESTERN WOOD PRODUCTS, INC.		402-25-2012	71208	07/24/2025	29824	336.00
08/12/2025								
ROAD								
		336.00						
01 O 74805	16358.42	WEX BANK		408-45-2076	106363456	08/07/2025	29787	137.40
08/12/2025				FUEL - CAPULIN FD	/	/	29787	79.00
				FUEL - FC	/	/	29787	446.57
				FUEL - REFD	/	/	29787	307.38
				FUEL - MAINTENANCE	/	/	29787	173.49
				FUEL - MANAGERS	/	/	29787	16.61
				FUEL - ROAD DEPT	/	/	29787	12687.48
				FUEL - SHERIFF	/	/	29787	2300.01
				FUEL - ASSESSORS	/	/	29787	163.20
				ANTIFREEZE	/	/	29787	47.28
SEDAN								
		137.40	CAPULIN	STATE FIRE ALLOTMENT				446.57
RABBIT EAR	307.38	MAINT/OPER/BLDGS	173.49	COUNTY MANAGER				16.61
ROAD	12734.76	LAW ENFORCEMENT	2300.01	PROPERTY ASSESSMENTS				163.20
90	304894.65	/	/	TOTAL				

Union County
200 Court St.
Clayton, NM 88415

August 12, 2025

Attn: Brandy Thompson
RE: 700545 Union Co - CO1 -Service Disco

Our proposal is as follows:

- Existing ATS in not service rated.
- Coordinate utility company to de-energize transformer feed to the building.
- Remove existing ATS and return to customer.
- Provide and install (1) 600 A 208 V three phase service rated ATS.
- Pull out existing overhead conductors.
- Re-install existing overhead conductors with required equipment grounding conductor.
- Install equipment grounding conductor over courtyard triplex.
- Terminate equipment ground conductor.
- Terminate and commission new ATS.
- Coordinate utility company to re-energize transformer and feed to building.
- Work to commence Friday and continue through the weekend to be ready for utility company to re-energize first thing Monday morning.
- Proposal excludes temporary power and/or generator.
- Proposal excludes utility fees.

PRODUCT DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL	DISCOUNT	MSRP
1/0 THHN	264	\$5.31	\$1,401.84	5%	\$5.59
12 THHN	132	\$0.37	\$48.84	5%	\$0.39
Equipment Rental	LOT	\$5,158.50	\$5,158.50		
Subcontractor	LOT	\$12,227.00	\$12,227.00		
Material/Equipment Total			\$18,836.18		
Technician Labor	142	\$110.00	\$15,620.00		
Subtotal			\$34,456.18		
Tax @ 7.8750%			\$2,713.42		
Bond @ 1.5%			\$516.84		
TOTAL PROJECT COST			\$37,686.44		

Based on SPA - 40-00000-24-00074

NOTES AND EXCLUSIONS

- Proposal **EXCLUDES** payment/performance bond and all associated permits and fees unless specified.
- Proposal **EXCLUDES** any unforeseen conditions; any equipment not listed in this quote.
- Proposal **EXCLUDES** any additional electrical/cooling upgrades required for this project.
- Proposal **EXCLUDES** patching, painting, and replacement of ceiling tiles.
- Proposal **EXCLUDES** the correction of existing code violations.

Please send all PO's to orders@apicnm.com | 505-345-1381

- Proposal **EXCLUDES** any warranty on existing equipment.
- Proposal **ASSUMES** all existing equipment and cabling is in proper working order. Unless otherwise stated above.
- Proposal is **VALID** for 30 days, excluding tariffs.

WARRANTY TERMS

- This project includes a one-year warranty against defects in product or workmanship. This warranty is provided by APIC Solutions and shall begin the day of owner acceptance.

PAYMENT TERMS

- All invoices are due Net 30 days.
- All equipment will be billed 100% once it has been delivered and inventoried / accepted by the agency.
- Progress billings for labor and equipment rental will occur monthly and be based on the percentage complete at the time of billing.
- A 3.5% processing fee will be added to all purchases being made using a credit card.

TARIFF ADJUSTMENT CLAUSE

The pricing provided in this quote is based on current tariff levels as of the date of the quote. In the event that tariff rates change or suppliers impose tariff-based price increases after the issuance of this quote, the final price may need to be adjusted to reflect the new tariff rates prior to procurement or through a cost impact change order. Any such changes will be communicated to the client or contractor and will be subject to the applicable increase or decrease in costs due to tariff adjustments.

The signatures below indicate Union County and APIC Solutions agreement to the **Scope of Work, Project Pricing, and Terms and Conditions** in this document:

Union County	APIC SOLUTIONS
Name:	Name:
Signature:	Signature:
Title and Date:	Title and Date:

If you have any questions, please feel free to contact me at the number below. Thank you for your trust in APIC Solutions. We look forward to working with you!

Sincerely,
Jehonathan Frankhouse
505.537.7625
jfrankhouse@apicnm.com



Union County, New Mexico

Web Central Starter: Summary

Proposal valid for 60 days from date of receipt



Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:



- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Asset Management
- Utility Billing
- Social Media Archiving
- FOIA Management
- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management

EXPERIENCE & RECOGNITION

25+ Years

10,000+ Customers

950+ Employees



CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

CONTACT INFORMATION

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Phone: 888.228.2233 | Fax: 785.587.8951

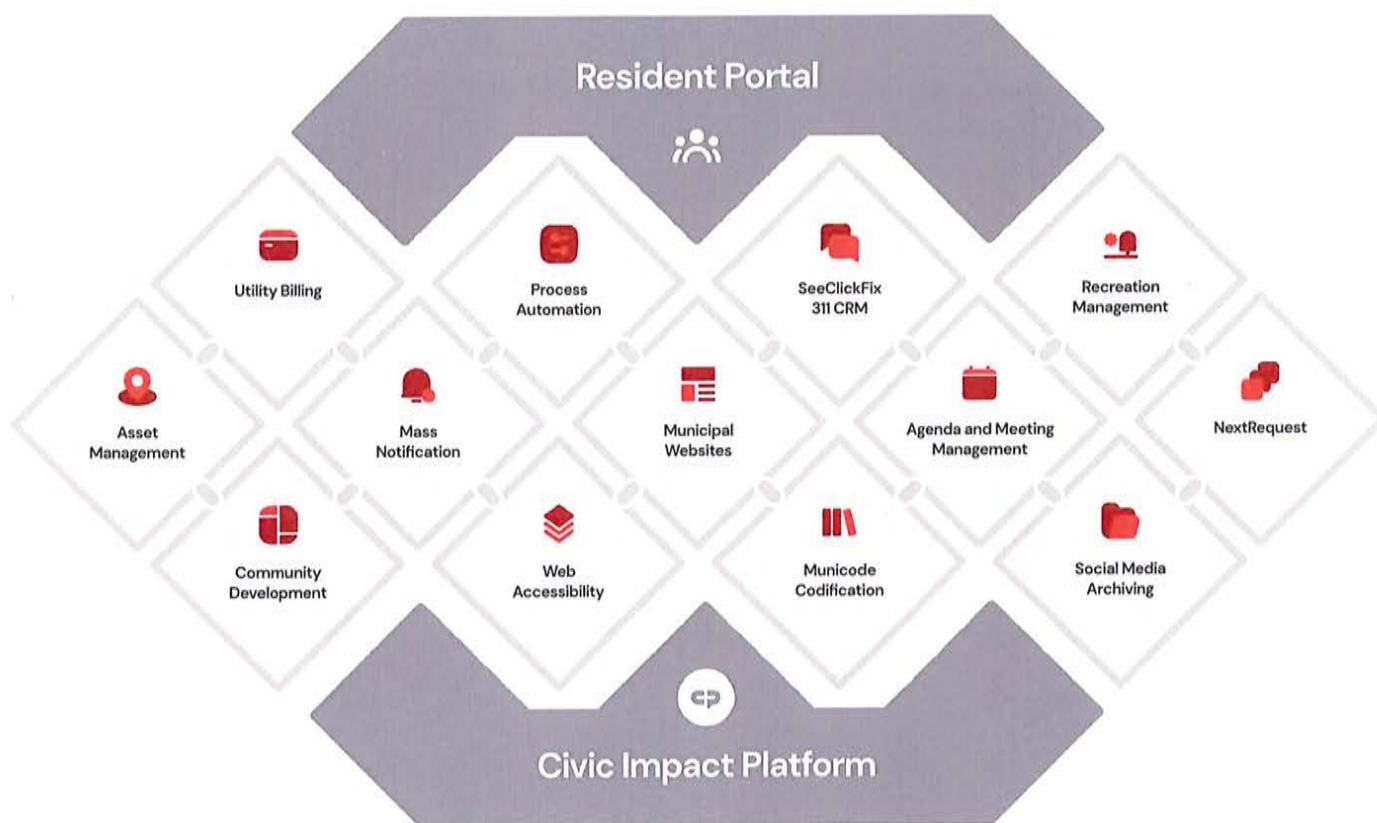
Civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Website	Standard	Premium
One-Time Standard Implementation	\$850	\$1,700
Annual Subscription Fees	\$4,664	\$5,772
Bundling Discounts Available		

Base Inclusions			Price
Agenda Center	Graphic Links	Cloudflare Tier 1 Security for PCI Compliance and Visitor Surges.	Included
Calendar	Quick Links		
Alert Center	Info Advanced		
Document Center	News Flash	DNS Domain Management	
Notify Me	Staff Directory	SSL Management	
Form Center	FAQs	Hosting and Security	
Website Optional Add-On			Price
Live Training Per Module			\$375 one-time
Meetings and Agenda Migration per 100 Meetings			\$850 one-time
Standard Department Header Page			\$2,933 one-time \$813 annual fee
Premium Department Header Page			\$4,515 one-time \$938 annual fee
Accessibility with AudioEye			\$2,500 annual fee
CommonLook – PDF Remediation – One License			\$1,443 annual fee
48 Month Redesign Annual Fee			Standard \$250 Premium \$425
Facilities and Reservations Module			\$350 annual fee
Resource - Business Directory Module			\$350 annual fee
Activities Module			\$350 annual fee
Bids Posting Module			\$350 annual fee
Jobs Module			\$350 annual fee
Opinion Polls Module			\$350 annual fee
Real Estate Locator Module			\$350 annual fee
CivicSend – E News Letter Builder Added to Notify Me			\$750 one-time \$2,374 annual fee
CivicPlus Pay with Forte			\$500 one-time \$250 annual fee
Additional Block of 500 Notify Me SMS Subscribers (Comes with a block of 500)			\$945 annual fee
Chatbot			\$2,750 annual fee
Other Popular Integrated Solutions			Price
Mass Notification			Ask Me – Scoping Necessary
Meetings and Agenda Management			Ask Me – Scoping Necessary
Social Media Archiving			Ask Me – Scoping Necessary
Next Request (Public Records Request)			Ask Me – Scoping Necessary
Municode Codification (Code of Ordinance)			Ask Me – Scoping Necessary
SeeClickFix 311 CRM			Ask Me – Scoping Necessary
Web Accessibility			Ask Me – Scoping Necessary
Community Development (Permitting, Licensing, Code Enforcement)			Ask Me – Scoping Necessary
Asset Management			Ask Me – Scoping Necessary
Process Automation (Advanced fillable forms with automated workflow)			Ask Me – Scoping Necessary
Recreation Management			Ask Me – Scoping Necessary

Standard Package Designs

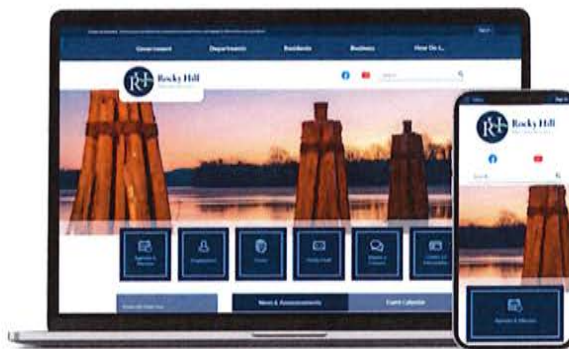
You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central Starter CMS – will help you provide an attractive and convenient online resource for your community.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



Ludlow, MA



Rocky Hill, CT



Clark County, KY



Geneva, NY



Malvern, AR

Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design components provide next-level user engagement by leveraging the latest design enhancements in the Web Central Starter product. Your art director will help you choose the component that works best for your website and desired site maintenance level.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



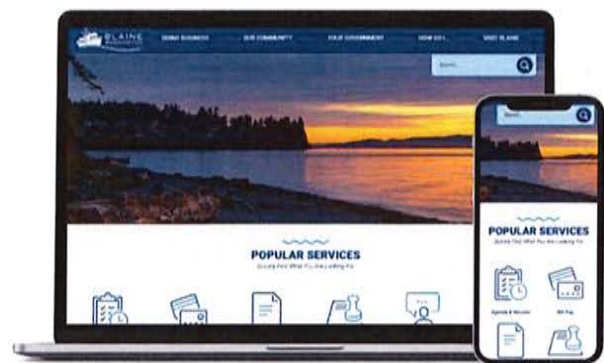
Burkburnett, TX



Greenbrier, TN



Cheverly, MD



Blaine, WA

Standard Package Timeline | 8-10 Weeks

PHASE 1: INITIATE & ANALYZE	2 Weeks	<ul style="list-style-type: none"> • Project Kickoff Meeting • Planning & Scheduling • Customer Deliverable Submission
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	5 Weeks	<ul style="list-style-type: none"> • Site Map Creation • Content Implementation • Design Creation • Google Analytics Account Creation • Quality Control.
PHASE 3: EDUCATE	1 Week	<ul style="list-style-type: none"> • Group Training
PHASE 4: LAUNCH	1 Week	<ul style="list-style-type: none"> • Project Scope Completion • Website Launch

Premium Package Timeline | 10-12 Weeks

PHASE 1: INITIATE & ANALYZE	3 Weeks	<ul style="list-style-type: none"> • Project Kickoff Meeting • Planning & Scheduling • Customer Deliverable Submission • Design Discovery Meeting
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	5 Weeks	<ul style="list-style-type: none"> • Site Map Creation • Content Implementation • Design Creation • Google Analytics Account Creation • Quality Control.
PHASE 3: EDUCATE	1 Weeks	<ul style="list-style-type: none"> • Training Engagement
PHASE 4: LAUNCH	2 Weeks	<ul style="list-style-type: none"> • Project Scope Completion • Website Launch

Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Standard	Premium
PHASE 1: INITIATE & ANALYZE <p>Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.</p> <p>Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.</p> <p>Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.</p>	PHASE 1: INITIATE & ANALYZE <p>Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.</p> <p>Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.</p> <p>Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.</p> <p>Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.</p>
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION <p>Site Map Creation – Our content development team will generate a site map of your existing website in preparation for the content implementation.</p> <p>Content Implementation – Our Content Development team will migrate up to 150 pages of content (including their text, documents, and images) from your current website to your new, Central Starter website. Additional pages of content can be added for an additional fee. Content will be enhanced for accessibility, and we will organize your website pages to make them easy to navigate. They will also migrate the current year and the previous two years of simple meeting agendas and minutes to the Agenda Center module. Additional years can be added for an additional fee.</p>	

Design Creation – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Google Analytics Account Creation – Your website will be set up with a Google Analytics account.

Quality Control – Our Content Development team will complete a quality control check to ensure proper content migration.

PHASE 3: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 3: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on experience.

PHASE 4: LAUNCH

Project Scope Completion – Your Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

- To help create the strongest possible website, we will need you to:
- Choose your desired layout – *Standard Package Only*
- Complete the Content form – *Standard Package Only*
- Gather photos and logos that will be used in the overall branding and design
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (*if available*)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

CMS Features & Functionality

CivicPlus' Municipal Websites Central Standard (Web Central Starter) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Web Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with other key features.

Calendar – Create multiple calendars and events for upcoming activities that are viewable by list, week, or month.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Module – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central Starter is fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and management documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on our site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

ADMINISTRATIVE FEATURES

The administration of your Web Central Starter website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control access to pages and manipulation of content as well as use automated features to streamline processes.

Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access nonpublic resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published and reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment processor to accept payments on your website (separate agreement must be made directly between you and the chosen approved processor). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget. **Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you the freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best-practices to keep your content and design elements accessible and up to date with the latest ADA/ WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Acquia Optimize: Website Optimization & Compliance Tools** – Acquia Optimize is an easy-to-use web governance platform available to purchase and add to your project. Acquia Optimize’s tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.
- **CivicPlus CommonLook Accessibility Software** – Efficiently and accurately ensure PDFs are accessible to all members of your community. CommonLook provides an all-in-one environment for testing, remediating, and verifying PDF documents and provides a set of automated tools.

ADD-ON MODULES

In addition to our comprehensive CMS offering, we provide a range of additional modules designed to enhance functionality and meet specific organizational needs. Each module is tailored to deliver specialized capabilities, ensuring you have the flexibility to create a solution that aligns perfectly with your objectives. Please reach out if you are interested in including any of these options into your new CMS project.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Archive Center – Manage and retain serial and older documents.

Real Estate Locator – Lets community members list and manage residential and commercial properties separately, with dedicated search functions. Users can post and manage listings 24/7 after setting up a profile and paying a subscription fee, while administrators can approve or auto-publish listings.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central Starter.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER - CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

AWARD-WINNING - CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CONTINUING PARTNERSHIP - We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour initial response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central Starter customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central Starter roadmap and will be able to submit ideas for improvements and enhancements. MAINTENANCE CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are, we have an option that will fit your community.

Data Center	<ul style="list-style-type: none"> • Highly Reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	<ul style="list-style-type: none"> • Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	<ul style="list-style-type: none"> • Web Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-Emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Migration	<ul style="list-style-type: none"> • Defined DDoS Attach Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> • Not Included – additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during an attack.

Optional Website Enhancements

RECURRING REDESIGN

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

ACQUIA OPTIMIZE: WEBSITE OPTIMIZATION & COMPLIANCE TOOLS

Acquia Optimize empowers government organizations to maintain accessible, high-quality websites that comply with WCAG 2.1 standards and other international accessibility regulations, such as ADA, Section 508, and EN 301 549. Its accessibility tools identify and address web issues, providing actionable recommendations to enhance user experiences for all. Acquia Optimize's content policies module ensures consistency and accuracy by scanning for content errors or violations of brand, regulatory, or industry standards. The quality assurance tools detect and fix broken links, images, misspellings, and other issues that could hinder navigation or usability. Additionally, the data privacy module scans for sensitive information, prioritizes high-risk violations, and helps organizations reduce privacy risks. Together, these features enable government organizations to deliver inclusive, reliable, and secure digital services.

CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central Starter website and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your Web Central Starter system. Unique customizations include:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

CIVICPLUS MARKETPLACE APP

The CivicPlus Marketplace App is a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Our app offers extensive customization options, allowing agencies to configure branding, buttons, and links in real time to maintain brand consistency and enhance the user experience with over 300 configurable icons. It integrates seamlessly with CivicPlus solutions, including SeeClickFix 311 CRM, municipal websites, and mass notifications, providing a unified platform for streamlined engagement. The app improves service visibility and trust by enabling quicker responses to resident concerns and supports diverse community needs, from reporting issues to registering for classes. Additionally, its multi-jurisdictional capabilities allow residents to engage across neighboring areas while offering agencies control over displayed branding and information.

UPGRADE TO GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

CONSULTING ENGAGEMENT

Implementing a new software solution is a huge undertaking. Not only does it touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy-lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations and guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent.

Invoicing Details

- 100% of Year 1 cost upon contracting.
- Annual recurring services shall be invoiced on the start date of each renewal term.
- Annual recurring services shall be subject to a 5% annual increase beginning in year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Disclaimer

PROPOSAL AS NON-BINDING DOCUMENT

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.