



# Administrative Report

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H.4., File # 20-1582

Meeting Date: 10/20/2020

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**To:** MAYOR AND CITY COUNCIL  
**From:** MARNI RUHLAND, FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE SECOND AMENDMENT TO THE AGREEMENT WITH USI INSURANCE SERVICES LLC FOR INSURANCE BROKERAGE SERVICES RELATED TO THE CITY'S VISION SERVICE PLAN AT NO ADDITIONAL COST TO THE CITY FOR THE EXISTING TERM TO DECEMBER 31, 2021.
2. APPROVE AGREEMENT WITH NORSTAN COMMUNICATIONS, INC. DBA BLACK BOX NETWORK SERVICES FOR TELEPHONE SYSTEM HARDWARE AND SOFTWARE MAINTENANCE FOR AN AMOUNT NOT TO EXCEED \$31,574.14 FOR THE TERM OF NOVEMBER 1, 2020 TO OCTOBER 31, 2021.
3. APPROVE RENEWAL OF LICENSING AGREEMENT WITH KNOWBE4, INC. TO PROVIDE ONGOING SECURITY AWARENESS TRAINING FOR EMPLOYEES TO UNDERSTAND THE MECHANISMS OF SPAM, PHISHING, SPEAR PHISHING, MALWARE AND SOCIAL ENGINEERING FOR AN AMOUNT NOT TO EXCEED \$8,370 AND TO EXTEND THE TERM TO NOVEMBER 20, 2021.
4. APPROVE AGREEMENT WITH AUDIOCHECKS MOBILE HEARING AND RESPIRATORY TESTING LLC FOR FIT TESTING OF RESPIRATORY PROTECTION EQUIPMENT FOR THE POLICE DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$2,250 FOR THE TERM OF OCTOBER 20, 2020 TO JANUARY 30, 2021.

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Joe Hoefgen, City Manager*

**ATTACHMENTS**

Contracts, Signatures and Insurance