

<b>Please Type</b>	<b>DATE: October 31, 2023</b>
<b>APPLICANT: Crete Police Department</b>	<b>ADDRESS: 1945 Forest Avenue</b>
<b>CITY, STATE, ZIP: Crete, NE 68333</b>	<b>E-MAIL: gary.young@crete.ne.gov</b>
<b>TELEPHONE #: 402.826.4311</b>	<b>FAX #: 402.826.2180</b>
	<b>FEDERAL I.D. #: 47-6006154</b>
<b>Data Univ. Unique Entity Identifier (UEI) #: NSZJX92LS4R3</b>	<b>Commercial and Government Entity (CAGE) Code: 398Q3</b>

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies to acquire equipment for eCitations and eCrash. The NDOT-HSO will provide funding assistance for **either 75% of the equipment total, or \$15,000.00, whichever cost is lower.**

**The applicant must submit the following supporting documentation with this application:**

- 1) equipment bids from at least three vendors;
- 2) a copy of your agency's current seat belt policy and drug-free workplace policy (unless on file with the HSO).

**Upon receipt of the equipment, the agency agrees to:**

- 1) fully implement the eCitation process within one year of the date of the signed contract;
- 2) maintain submitting electronic citations for a minimum of five years;
- 3) purchase, install, and use the equipment to positively affect traffic records;
- 4) the additional obligations as written in Addendum A (attached).

**BUDGET:**

1) Vendor of equipment being purchased:	<u>Bizco</u>
2) Cost to Law Enforcement Agency:	\$ <u>\$10,730.45</u>
3) Cost to NDOT-Highway Safety Office:	\$ <u>\$10,730.45</u>

The applicant will be responsible for the bid process, selection, acquisition, initial payment, installation, maintenance and provide operator training for personnel utilizing the equipment. Within sixty (60) days from the date of this award, the reimbursement request must be submitted to NDOT-HSO. **After sixty (60) days, reimbursements may not be honored.**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NDOT-HSO prior to purchase; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a Mini-Grant Contract Claim for Reimbursement (CR) form; and 4) complete the CR and attach the required supporting documentation as described below:

- a) Itemize each expenditure on the Claim for Reimbursement form located on the NDOT-HSO website at: [https://dot.nebraska.gov/media/6204/cr\\_minigrant.pdf](https://dot.nebraska.gov/media/6204/cr_minigrant.pdf)
- b) Attach a copy of the invoice(s) from the vendor with the itemized costs of the equipment
- c) Attach a copy of the check(s) paid by the applicant to the vendor for the equipment
- d) Provide the serial numbers for the applicable equipment on the Equipment Inventory Log located on the NDOT-HSO website at: <https://dot.nebraska.gov/media/6205/hsinvlog.pdf>

**Acceptance of Conditions:** The Mini-Grant Contract Award recipient agrees to comply with addendum A of this application, all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide can be found on the NDOT-HSO website at <http://dot.nebraska.gov/safety/hso/grants/>. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

_____	Date	<u>Dave Bauer, Mayor, City of Crete</u>	_____
Authorized Signature of Applicant		Print or Type Name and Title	
_____	Date	<u>William J. Kovarik, Administrator</u>	_____
NDOT - Highway Safety Office		Print or Type Name and Title	

**Return completed form to:** NDOT - Highway Safety Office      Email: [ndot.hso@nebraska.gov](mailto:ndot.hso@nebraska.gov)  
P.O. Box 94612      Phone (402) 471-2515  
Lincoln, Nebraska 68509-4612      FAX (402) 471-3865

**TO BE COMPLETED BY NDOT-HSO**

**FUNDING ASSISTANCE:** The NDOT-HSO will provide reimbursement for the expenditures outlined in the Budget not to exceed \$ \_\_\_\_\_.

**Project No.:** 1906-24-01-      **SB:**     **DF:**     **RA:**     **Contract Approval Date:** \_\_\_\_\_

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is 20.611.  
Federal Aid Identification Number (FAIN): 69A37522300001906NE0, 69A37523300001906NE0, 69A37524300001906NE0      Revised 10/2023



<b>QUOTE #</b>	000Q3644
<b>DATE</b>	10/30/2023

Prepared For:  
 Jon Pucket  
 Crete Police Department  
 1945 Forest Avenue  
 Crete, NE 68333

Prepared By:  
 Carl Steffens  
 7950 O St  
 Lincoln, NE 68510-2500

P: 4024711027  
 E: jon.pucket@crete.ne.gov

P: 402-323-4805  
 E: csteffens@bizco.com

PO Number	Payment Terms	Valid Through
	NET30	

**Notes:**  
 Here is the quote you requested.

	Unit Price	Qty	Ext. Price
<p><b>Panasonic Toughbook FZ-55 14" Touchscreen Semi-rugged Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1145G7 - 16 GB Total RAM - 512 GB SSD - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam - 18 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard</b></p> <p><i>AWARD WINNING MODULAR DESIGN   AND ALL-DAY BATTERY LIFE</i>  <i>The Panasonic TOUGHBOOK® 55 breaks new ground offering unrivaled flexibility in even the most demanding and unpredictable environments with its innovative modular expansion packs (xPAK's), I/O, optical drives, authentication readers, and even the new barcode reader xPAK are all userupgradeable. Backwards compatibility with the previous generation of docks protects customers' investments while saving time and resources. Built with state of the art technology, the TOUGHBOOK 55 offers the latest Intel® 11th Gen quad-core processors, up to 64GB of RAM, up to 2TB of storage, all-day battery life, 4 microphones provide unparalleled speech recognition accuracy, color-selectable backlit keyboard and 92db speakers.</i></p>	\$2,481.57	3	\$7,444.71

	Unit Price	Qty	Ext. Price
GAMBER JOHNSON LAPTOP VEHICLE DOCK TB LITE NO RF FOR FZ-54, FZ-55	\$711.79	3	\$2,135.37
Panasonic Auto Adapter - 120 W - 12 V DC, 24 V DC Input	\$149.46	3	\$448.38
<b>Solution Subtotal</b>			\$10,028.46
<b>Sales Tax</b>			\$701.99
<b>Shipping</b>			\$0.00
<b>Grand Total</b>			<b>\$10,730.45</b>

**Notes:**  
Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: \_\_\_\_\_

***Thank You For Your Business!***

All prices and descriptions are subject to change without notice. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until one of the following occur: 1.) a purchase order has been issued by you and accepted by Bizco or 2.) an order is place on-line and accepted by Bizco or 3.) a written proposal is accepted by you. The prices contained in this list may not be relied upon as the price at which Bizco will accept an offer to purchase products unless expressly agreed to by Bizco in writing. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product conformance to specifications of any subsequent contract. All products are subject to availability from the manufacturer. Prices quoted may not include applicable taxes. Sales tax will be included on the invoice. Products are non-returnable unless approved in writing by Bizco Technologies within 30 days of invoice date. Those approved returns may be subject to a restocking fee. Payment terms are available upon credit approval; unless otherwise stated in writing, terns shall not exceed 30 days from date of invoice. Questions about these and other terms and conditions should be addressed by your sales representative.



600 Cleveland Street  
 Suite 1106  
 Clearwater, FL 33755  
 Phone: 888-868-4431

<b>QUOTE #:</b>	000Q3669
<b>DATE:</b>	Oct 30, 2023

**Prepared For:**

Jon Pucket  
 Crete Police Department  
  
 1945 Forest Avenue  
 Crete, NE 68333

Phone 4024711027

**Prepared By:**

Brian Robbins  
 Director of Public Sector  
 Solutions  
 brobbins@govdirect.com  
 704-795-8645

P.O. Number	Payment Terms	Valid Through
	NET30	

Here is the quote you requested.

DUNS: 964651710  
 CAGE: 650W3  
 FIN: 27-3368713

All applicable sales tax applies.  
 Prices are based off of NET 30 cash payment.  
 Stock is subject to change.

Qty	Description	Manufacturer	Part Number	Unit Price	Ext. Price
3	Panasonic FZ-55 14" Touchscreen Semi-rugged Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1145G7 - 16 GB Total RAM - 512 GB SSD - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam - 18 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard  <i>AWARD WINNING MODULAR DESIGN   AND ALL-DAY BATTERY                      LIFE The Panasonic TOUGHBOOK® 55 breaks new ground                      offering unrivaled flexibility in even the most demanding and                      unpredictable environments with its innovative modular                      expansion packs (xPAK's). I/O, optical drives, authentication                      readers, and even the new barcode reader xPAK are all                      userupgradeable. Backwards compatibility with the previous                      generation of docks protects customers' investments while                      saving time and resources. Built with state of the art                      technology, the TOUGHBOOK 55 offers the latest Intel® 11th Gen                      quad-core processors, up to 64GB of RAM, up to 2TB of storage,                      all-day battery life, 4 microphones provide unparalleled speech                      recognition accuracy, color-selectable backlit keyboard and                      92db speakers.</i>	Panasonic	FZ-55FZ06RAM	\$2,527.53	\$7,582.59
3	GAMBER JOHNSON LAPTOP VEHICLE DOCK TB LITE NO RF FOR FZ-54, FZ-55	Panasonic	GJ-55LVDLTO	\$724.73	\$2,174.19

Qty	Description	Manufacturer	Part Number	Unit Price	Ext. Price
3	Panasonic Auto Adapter - 120 W - 12 V DC, 24 V DC Input	Panasonic	CF-LNDDC120	\$152.17	\$456.51

Please contact me if I can be of further assistance.

<b>SubTotal</b>	<b>\$10,213.29</b>
<b>Tax</b>	<b>\$714.93</b>
<b>Shipping</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$10,928.22</b>

To accept this quote, sign here and return: \_\_\_\_\_

**Thank You For Your Business!**

All prices and descriptions are subject to change without notice. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until one of the following occur: 1.) a purchase order has been issued by you and accepted by GovDirect or 2.) an order is place on-line and accepted by GovDirect or 3.) a written proposal is accepted by you. The prices contained in this list may not be relied upon as the price at which GovDirect will accept an offer to purchase products unless expressly agreed to by GovDirect in writing. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product

Empty cart

Item	Qty	Subtotal
 <p>Panasonic Toughbook 55 - Rugged - Intel Core i5 1145G7 - Windows 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 512 GB SSD TCG Opal Encryption, NVMe - 14" IPS touchscreen 1920 x 1080 (Full HD) - Wi-Fi 6            Insight #: FZ-55FZ06RAM Mfr #: FZ-55FZ06RAM            Add accessories   Add protection   Delete</p>	3	USD \$8,600.97 (USD \$2,866.99 each)
 <p>Gamber-Johnson GJ-55LVDLTOP - Docking station - for Toughbook 54, 55            Insight #: GJ-55LVDLTOP Mfr #: GJ-55LVDLTOP            Delete</p>	3	USD \$3,065.97 (USD \$1,021.99 each)
 <p>LIND PA1580-1642 - Car power adapter - 120 Watt - for Toughbook 19, 31, F9            Insight #: CF-LINDDC120 Mfr #: CF-LINDDC120            Add accessories   Delete</p>	3	USD \$482.97 (USD \$160.99 each)

Summary

Subtotal USD \$12,149.

Tax and shipping will be calculated on checkout.

Checkout

Upon the receipt of the recommendation, a determination will be made as to the classifications to be affected by a reduction in force and the number of employees to be laid off. A determination as to whether any employees within a job classification should be exempted from consideration due to the existence of a required federal, state, or local certification, or license will also be made at this time.

RECALL: Employees laid off under this reduction in force policy shall be eligible for recall for the same position for a period of 2 years after layoff. If, within 2 years after layoff, a position is opened within the reduced job classification for the department, the employee shall be recalled in the reverse order of layoff. The Employee shall have their sick leave accrual balance reinstated at the amount accrued at the time of lay off. After 2 years, the employee will have no preference for rehire.

**CONSIDERATION GIVEN FOR RELEASE OF ALL CLAIMS AGAINST THE CITY:**

Employees with 1 to 4 years of continuous employment with the City whose employment is terminated by a reduction in force will be entitled to consideration equal to 4 week's pay. Employees with 5 or more years of service will receive 4 week's pay plus 1 week for each additional year of service with a maximum payout of 12 weeks.

Employees who retire or are terminated through disciplinary action will not receive this consideration. The Mayor may grant consideration in resignation cases when deemed appropriate. The Mayor may grant consideration greater than 4 week's pay upon a determination that such action is in the best interest of the City.

FURLOUGH: When it is determined necessary to reduce payroll expenses, employees may be required to participate in furloughs or a reduction in hours worked. The employee's health insurance and other benefits will not be affected as long as the furlough is temporary in nature and does not result in the employee's hours dropping below thirty-five hours per week average on an annual basis.

**Sec. 3.15 USE OF CITY PROPERTY AND EQUIPMENT**

Property and equipment that is provided by the City to carry out the duties of day to day business is to be used in the way that it is intended. Personal use of City property and equipment including computers and City issued personal devices is prohibited. Personal use of City Internet service is prohibited. Equipment that is available for the public to rent may be rented by employees in the same manner.

Employees shall be responsible for proper operation, care, and conservation of city vehicles, equipment, tools and supplies. The following guidelines are provided regarding use of these resources:

- City vehicles, equipment and supplies shall not be used for unauthorized purposes.
- Employees shall promptly report accidents, breakdowns or malfunctions of any unit in order that necessary repairs may be made.

- When safety devices are installed on vehicles and equipment, such devices shall be maintained in good working order and shall be used by all occupants of vehicles or equipment.
- If available, seatbelts shall be worn by all occupants of city vehicles when such vehicles are in operation.
- City employees shall not use city equipment or vehicles to transport unauthorized persons except where such transportation is necessary in the provision of emergency services. Authorized passengers will have a definable business need to be in the vehicle.
- No employee will operate any City vehicle or equipment while under the influence of alcohol or drugs. No illegal drugs or open containers of alcohol are permitted in any city vehicle, except when such materials are transported as evidence by Police Department personnel. Decisions regarding the ability of an employee to operate equipment or vehicles while taking physician prescribed medications shall be made on a case by case basis by the Department Head, and shall be based upon physician recommendation. No employee shall be permitted to operate city vehicles or equipment while under the influence of non-prescription medications unless such operation can be accomplished safely. Decisions regarding non-prescription medications shall be made on a case by case basis by the Department Head.
- City vehicles may be driven to and from work with Mayor and Council approval of policy and usage agreements in each case. IRS compensation guidelines will apply in each case.
- With the permission of the Chief of Police, police officers residing within the City Limits may take patrol vehicles home to permit an immediate response during the current or subsequent shift. This permission does not, however, imply off-duty officers are on-call.

### **Sec. 3.16 CITY GOVERNMENT COMPUTER NETWORK**

#### **A. Overview**

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The City of Crete is committed to protecting all employees, partners, and the City of Crete from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer/City issued personal electronic device(s), software, operating systems, storage media, network accounts providing electronic mail, www browsing, and File Transport Protocol, are the property of the City of Crete. These systems are to be used for business purposes in serving the interests of the City of Crete, and of our clients and customers in the course of normal operations. All internet/intranet activities are continually recorded and logged. All logs are the property of the City of Crete.

Effective security is a team effort involving the participation and support of every City of Crete employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer/City issued personal electronic device user to know these guidelines, and to conduct their activities accordingly.



### C. Complaints:

Persons observing a violation of this policy are responsible to bring it to attention of their supervisor.

### **Sec. 3.10 DRUG-FREE WORKPLACE**

The City of Crete is committed to providing a safe work environment. The City prohibits the distribution, manufacture, possession, sale, use, transfer, transport, or purchase of illegal drugs, or being under the influence of alcohol or drugs at the workplace, on City premises, or in City vehicles. Any violation of this policy is subject to discipline up to and including termination, for the first offense. An exception may be made for Police Officers if transporting and/or storing of evidence.

The substances that are prohibited include but are not limited to the following:

- Alcohol
- Cannabinoids (marijuana, hashish)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, “designer drugs”, etc.)
- Narcotics (heroin, morphine, etc.)
- Stimulants (cocaine, methamphetamines, etc.)

Any employee convicted of violating a criminal drug/alcohol statute must inform the City of such a conviction (including pleas of guilty and no contest) within five days of the conviction occurring. Failure to inform the City will subject the employee to disciplinary action, up to and including termination for the first offense. By law, the City will notify the federal grant agency or contracting officer within 10 days of receiving such notice from an employee or otherwise receiving notice of such conviction.

The City reserves the right to offer employees convicted of violating a criminal drug/alcohol statute, the opportunity to participate in a rehabilitation or drug/alcohol abuse assistance program, at the employee’s expense, as a form of discipline. If such an opportunity is offered and accepted, the employee must successfully complete the program before returning to their position as a condition of employment.

The City may test all applicants who have been offered a position with the City prior to starting their new job. Job placement is contingent on the results of the drug/alcohol testing. The City may test all new hires for the following substances:

- Amphetamine/Methamphetamine
- Cannabinoids
- Cocaine metabolites
- Opiates
- PCP

The City reserves the right to test any employee that it has reasonable cause to believe is under the influence of alcohol or drugs while in the workplace.

Any employee that is involved in a worker's compensation claim involving an injury or an accident involving an injury requiring medical attention shall be required to submit to a drug/alcohol test for cause. Additionally, if an employee is operating a city vehicle/equipment and is involved in a reportable accident, pursuant to City Policy, while in the operation of said vehicle, there shall be drug/alcohol testing for cause. Any employee involved in any such injury or accident shall immediately notify his or her supervisor and the Human Resources Department so that immediate arrangements can be made for drug/alcohol testing to be promptly carried out.

The City shall also maintain a testing program as is required by the U.S. Department of Transportation (DOT). This program will apply to employees in job classifications that require a Commercial Driver's License (CDL). Employees in this classification will receive additional information in the orientation process from the Human Resources Department.

The City of Crete Drug and Alcohol testing procedures used will follow the City of Crete Drug and Alcohol Testing Procedures Manual as approved and/or amended by the Governing Body.

### **Sec. 3.11 CORRECTIVE AND DISCIPLINARY ACTIONS**

A. Employees are expected to act in a mature and professional manner while performing services for the City of Crete. Below is a non-exclusive partial list of unacceptable behaviors that may result in disciplinary action.

- Failure to observe safety rules and regulations.
- Failure to report to work at the appointed time or place, or for departing prior to the designated time, including abuse of rest periods.
- Solicitation, distribution, or display of non-work-related materials while on City time.
- Operating a personal business while on City time.
- Intimidation or coercion.
- Overuse ("waste") of City equipment, tools, or material beyond what is required to complete a task.
- Using abusive language or making false or malicious statements concerning any employee, the City, or its services.
- Unnecessary physical games (i.e., "horseplay," "roughhousing," etc.), loitering or sleeping on the job.
- Unauthorized posting, removing, or altering of bulletin board notices.
- Violation of City, Department, or Division written or verbal policies or procedures.
- Unauthorized use or release of confidential, sensitive or privileged information.
- Intentional unavailability for or refusal to work over-time or respond to emergency call-out.
- Abuse of medical leave or other paid leave.
- Conduct that negatively impacts the professional appearance/reputation of the City.

B. An employee may be terminated, even for a first offense, for the following violations. This list is representative of dischargeable behaviors but is not all-inclusive.

- Insubordination.
- Theft of public or private property.
- Misappropriation of public property.

### **Sec. 3.19 EMPLOYEE ORGANIZATIONS**

City employees have the right to choose whether they wish to belong to employee organizations. No employee may be reprimanded, threatened, or discriminated against because the employee elects to join or refrain from belonging to an employee organization.

### **Sec. 3.20 SAFETY AND RISK MANAGEMENT**

It is the goal of the City of Crete to provide a safe and healthful workplace for all employees. The city's policy is aimed at minimizing exposure to health or safety risks of employees and visitors at the City's facilities.

In order to accomplish this, each employee is expected to obey safety rules and to exercise caution in all work activities. Employees shall immediately report any unsafe condition to their supervisor. Employees that violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify their supervisor. Such reports are necessary to comply with laws and initiate worker's compensation benefits.

The City has safety committees comprised of employees and management to help ensure a safe and healthful workplace. In addition to departmental safety committees, the City shall maintain a Risk Management Committee that is comprised of members that represent and act as liaisons between the different departments of the City. This committee is responsible for the coordination of all citywide safety activities, analysis of citywide accident trends, and recommending procedures that may improve safety in the departments.

### **Sec. 3.21 WORKER'S COMPENSATION**

The City of Crete will comply fully with the Worker's Compensation Program that has been established under State statute.

When accidents occur at work, they shall be reported immediately to the supervisor and the appropriate paperwork filled out at that time and sent into the Human Resource Office. A supervisor must have prior knowledge and approve a doctor's visit, except in an emergency a doctor's report may be required to substantiate the injury.

Vacation and Sick Leave benefits will continue to accrue during Worker's Compensation.

The City may provide light duty work when possible for a defined period of time for employees that are injured due to a work-related situation, if the light duty work satisfies a legitimate business need as determined by the City.