

**Agenda Item No:** GB-E  
**Meeting Date:** October 9, 2023

**GB-E Consideration and Approval of Resolution 23-94, Approving a Project Estimate and Agreement with Cesco Linguistic Services for English-Spanish Translation at City Council Meetings.**

At the Council Study Session held on September 23, 2023, City Council decided to offer simultaneous interpretation at every council meeting for six months. In six months, it will be reevaluated based on the usage.

Cesco Linguistic Services is the interpretation service that is currently used by the city for the municipal court and for on-request interpretation at City Council meetings. Cesco Linguistic Services has provided a Project Estimate in the amount of \$7,873.11 for the eleven meetings that will be held during the six-month period.

**Cost Breakdown:**

- Two interpreters are required for simultaneous interpretation (two hours minimum required per session): \$3,960.00
- Travel time and mileage: \$1,734.92
- Equipment fees: \$1,595.00
- Coordination fee: \$583.19

**Cost per council meeting:** \$715.73

**Staff Recommendation:** *Presented at Council's request.*

**RESOLUTION NO. 23-94**

**A RESOLUTION APPROVING A PROJECT ESTIMATE AND AGREEMENT WITH  
CESCO LINGUISTIC SERVICES FOR ENGLISH-SPANISH TRANSLATION AT CITY  
COUNCIL MEETINGS**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DACONO,  
COLORADO:**

**Section 1.** The Project Estimate & Agreement (the “Agreement”) dated September 25, 2023 from Cesco Linguistic Services for English-Spanish translation at City Council meetings is hereby approved in essentially the form that accompanies this resolution.

**Section 2.** The Mayor is hereby authorized to sign the Agreement and is further authorized to negotiate and approve on behalf of the City such revisions to the Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

INTRODUCED, READ, and ADOPTED this 9<sup>th</sup> day of October, 2023.

CITY OF DACONO, COLORADO

\_\_\_\_\_  
Adam Morehead, Mayor

ATTEST:

\_\_\_\_\_  
Valerie Taylor, City Clerk



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## Project Estimate & Agreement

To: Valerie Taylor  
 Client: City of Dacono  
 Project/Bid: City Council- 2nd and 4th Monday of the month, 10/9/23 through 3/18/24  
 Currency: USD

Date: October 3, 2023  
 Estimate valid for 2 days.

LANGUAGE SERVICE					
Interpreting Services	Sessions	Hours	Interpreters	Rate	Total
English > Spanish simultaneous interpreting services, 2nd and 4th Monday of the month, 6-8pm	11	2	2	\$90.00	\$3,960.00
Travel Time (estimated, at cost)	11	1	2	\$45.00	\$990.00
Mileage (estimated, at cost)	11	1	2	\$33.86	\$744.92
					<b>\$5,694.92</b>

RELATED SERVICE FEES					
Description	Sessions	-	Units	Fee	Total
Portable transmitter w/ microphone	11	-	1	\$75.00	\$825.00
Receiver w/ headset	11	-	10	\$7.00	\$770.00
					<b>\$1,595.00</b>

**Coordination Fee** **\$583.19**

**Estimated Total\*:** **\$7,873.11**

\* Actual total invoiced may vary in accordance with service usage. Please review Terms and Conditions for additional details.

### PROJECT SUMMARY

Dates: 2nd and 4th Monday of the month, starting October 9, 2023 and ending March 18, 2024  
 Times: 6-8pm Mountain Time  
 Location: Dacono Annex Building C-512 Cherry Ave., Dacono, CO, 80514  
 Description: City Council meetings

### TERMS & CONDITIONS

Client acknowledges that the promises set forth below constitute full and adequate mutual agreement. Based on such mutual agreement, Client agrees as follows:

#### INTERPRETERS

Interpreters will be providing simultaneous interpreting services from English/Spanish for the event. Interpreter rate covers estimated time only. If interpreting time exceeds the estimated time, interpreter overtime will be charged in 15-minute increments.

#### RECORDING

Recording of interpreters is prohibited unless agreed upon in writing prior to the event. Additional fees may apply to recorded events.

#### EQUIPMENT

Client is responsible for ensuring proper audio is available to interpreters. Client will be responsible for any equipment not collected and/or lost or damaged. Receiver's replacement cost is at \$100/each and transmitter replacement cost is \$500/each.

#### CANCELLATION POLICY

For appointments canceled less than 3 business days before the appointment, the fee will be charged in full.

#### PAYMENT TERMS

Payment due upon event completion. Credit Card information required as deposit. If payment is provided via Credit Card a 5% transaction fee (7% for American Express) applies.

#### CHOICE OF LAW

The laws of the State of Colorado will govern the validity of the terms of this quote and the interpretation of the rights and duties of the Parties. In the event of any dispute over, relating or referring to this agreement, including but not limited to collections actions, breach of agreement actions, declaratory judgment actions or equitable injunction actions the predominantly prevailing party will be entitled to its reasonable legal costs, expert fees, and attorneys' fees.

I, \_\_\_\_\_, affirm that I am authorized  
 (Print Name & Title)

to sign on behalf of Client (above) and acknowledge that I have read this quote and project agreement in its entirety and understand and agree to the terms, conditions, and corresponding fees (as detailed above).

\_\_\_\_\_  
 (Authorized Representative Signature) Date: \_\_\_\_\_