

(Contract Management Use only)

# CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

Cm1836-A1

## CONTRACTOR INFORMATION

Name: TracStar Systems, Inc.

Address: 1551 College Park Business Center Road, Orlando, FL 32804  
City State Zip

Contractor's Administrator Name: Jackie Ruble Title: Sales Admin. Supervisor

Tel#: 407-650-9054 x 112 Fax: 407-650-9086 Email: Jackie.Ruble@cobham.com

RECEIVED  
COUNTY MANAGERS  
OFFICE  
13 APR 11 AM 10:48

## CONTRACT INFORMATION

Contract Name: TracStar Service Activation Contract Value: \$2,730.00 (Per agreed program price)

Brief Description: Restore Service Rate for XT 128/512 Broadband Service (5 days unlimited service- \$189 monthly; overage \$59 per day); 200 calling minutes (\$31 monthly; overage charge of \$0.15 per minute; 911 routing included); 3 of 4 lines in a non-use mode until needed (\$7.50 for 3 lines in non-use mode)

Contract Dates : From: 3/01/13 to 2/28/14 Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_ No Increase \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- Dany H 1-8-13 01253525-541000 EM13  
 Department Head Signature Date Funding Source/Acct #
- Charlotte Young 1-22-13  
 Contract Management Date
- Shelby 1-28-13  
 Office of Management & Budget Date
- [Signature] 4-10-13  
 County Attorney (approved as to form only) Date

RECEIVED  
CONTRACT MANAGEMENT  
2013 APR 11 PM 2:20

Comments: \_\_\_\_\_

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

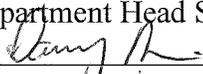
Ted Selby 4/11/13  
Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

Nassau County Board of County Commissioners  
Sole Source/Single Source Certification Form

Vendor Name: TracStar Systems, Inc.  
Address: 1551 College Park Business Center Road  
Orlando, FL 332804  
Phone: 904-407-650-9054 x 112  
Contact Name: Jackie Ruble, Sales Admin. Sup  
Account: 012535250541000 EM13

Department: Emergency Management  
Department Head Signature:   
Date: 1-16-13  
Cost: \$2730.00

Description of Commodity:

Service for XT 128/512 Broadband Service (5 days unlimited service- \$189 monthly; overage \$59 per day); 200 calling minutes (\$31 monthly ; overage charge of \$0.15 per minute; 911 routing included); 3 of 4 lines in a non-use mode until needed (\$7.50 for 3 lines in non-use mode)

Check one (1) of the following two (2) choices:

Sole Source: The goods or services can be legally purchased from only one source.

Single Source: The goods or services can be purchased from multiple sources, but, in order to meet certain functional or performance requirements, there is only one economically feasible source for this purchase.

Please check all of the following that apply:

Purchase can only be obtained from original manufacturer-not available through distributors.

Only authorized area distributor of the original manufacturer.

Parts/Equipment are not interchangeable with similar parts of another manufacturer.

This is the only known source that will meet the specialized needs of this department or perform the intended function.

This source must be used to meet warranty or service maintenance requirements.

This source is required for standardization.

None of the above apply.

Comments/Explanations: (required)

This equipment allows for the availability of internet service for remote locations as demonstrated during TS Debby.

Approval:

  
County Manager

4/11/13  
Date



**Cobham SATCOM**  
TracStar Products  
1551 College Park Business Center Rd.  
Orlando, FL 32804, USA

T: +1 (407) 650 9054  
F: +1 (407) 650 9086

March 26, 2013

Nassau County Emergency Management  
Attn: Danny Hinson  
Subject: Sole Source Justification

Your TracStar series antenna is equipped with an Advantech DVB/RCS modem. This modem and associated RF equipment are designed specifically to interface with a service provider utilizing Advantech DVB/RCS hub technology. The only known commercial provider of DVB/RCS is Clear Channel Satellite Services using the XtremeSat bandwidth service currently used by over 400 other TracStar customers.

TracStar is the channel partner for XtremeSat service. The continuation or provisioning of new service with existing DVB/RCS hardware is considered by most agencies as sole source.

The TracStar series antenna is compatible with many service providers but typically requires the purchase of new modem, LNB and BUC to switch to a different service offering.

Sincerely,

Jackie Ruble  
Sales Administrator Supervisor  
407-650-9054 x 112  
Jackie.ruble@cobham.com

# TracStar

COBHAM

## Service Activation Renewal

Date: 8-Jan-13

Quotation Valid for Thirty Days  
**Send Purchase Order with Quote Number to:**  
**TracStar Systems, Inc.**  
 1551 College Park Business Center Road  
 Orlando, FL 32804, USA  
 T: + 01 (407) 650 9054  
 F: + 01 (407) 650 9086

**BILLING INFORMATION**

END USER COMPANY	Nassau County Emergency Management		
CONTACT NAME	Danny Hinson - Director		
ADDRESS	77150 Citizens Circle		
CITY	Yulee	STATE	FL
ZIP	32097	Email	dhinson@nassaucountyfl.com
PHONE	904-548-4980		
TECHNICAL CONTACT	Guy Riner		
TITLE	IT Director		
PHONE	904-491-7394		
eMAIL ADDRESS	griner@nassaucountyfl.com		
Cell Phone	904-491-7505		
FAX	904-432-1400		

**Form MUST be completed and returned to TracStar prior to activation of satellite service.**

ITEM	Service Type	Description	Billing	NOTES
1	Mobile	Mobile Site		Contract for Services Only. This is not an Invoice. Do not pay.
	960CM	960cm Auto-deploy		
	<b>SERVICE PLANS</b>			
2	BANDWIDTH	Restoral Service Rate for XT 128/512 Broadband Service * Download Data Speed 512 Kbps * Average Upload Data Speed 128 KBps * Upload Throughput - Unlimited * 5 Days Unlimited Service - \$59 per day overage surcharge * 12 Month Agreement	\$ 189.00	12 Months Minimum Service Agreement Period
3	VoIP	200 Calling Minutes; Single SIP ID; Local Area Code or 800 Exchange; Capable of 3 Additional Lines; Overage charge of \$0.15 per minute. 911 routing Included.	\$ 31.00	12 Months Minimum Service Agreement Period
4		Non-Use month fee for 3 phone lines - \$2.50 per line	\$ 7.50	12 Months Minimum Service Agreement Period
5		NOTE: \$12.00 per line per month when active. \$0.15 per minute overage charge		

7	<b>TracStar Site ID</b>	<b>Service for March 2013 - February 2014</b>
	TracStar 1412	Antenna S/N & Mac Address S/N A6758-2/14767 - 62:CD

PUBLIC IP ADDRESSES		Additional Fees
<b>Standard</b>	<b>Optional IP Addresses</b>	<b>All Fees Annualized</b>  <b>\$2,730</b>
2	Additional Charge(s) Will Apply	
TOTAL IP Addresses	0	

Amounts shown do not include overages on Metered or Restoral Service Plans for Satellite Bandwidth or for VoIP calls. Additional billing may be required.

PAYMENT METHOD		PAYMENT INFORMATION	
Purchase Order	Primary Contact Name	Phone Number	
	Danny Hinson - Director	904-548-4980	
Annual	Billing Address	email address	
	77150 Citizens Circle	dhinson@nassaucountyfl.com	
Pay in Advance	City	State	ZIP
	Yulee	FL	32097

The contract period for bandwidth is as stated above in the **Description of Item 2**. After the agreed upon term of service, the contact may be renewed or modified. Should services be canceled during the contract period, the customer remains liable for the monthly bandwidth charges for the remainder of the agreed upon period. Upon cancellation, the customer will be billed for the remainder of the contract period, payable either as a last charge against their credit card, by check or by Purchase Order. Termination of the service and/or agreement by the user requires a 30 day written notice to TracStar.

Restoral bandwidth plans are billed based on usage during a 24 hour period. If the modem is logged into the Network Operations Center for any period of time from 12:00AM to 12:00AM the following day, a day of usage will be billed. Multiple deployments during the same 24-hour period incur no extra charges. Temporary bandwidth increases: a) will change the base monthly billing b) change the daily surcharge rates for the month in which changes occurred and c) will incur an emergency activation fee of \$125.00 if changed with less than 36 hours notice.

11	<b>SIGN HERE</b>	I've read and agree to the terms as stated:	Date: 4/10/13 January 8, 2013
	Customer Signature:		
		Please FAX to TracStar @ (407) 650-9086	Subject to Cobham Satcom's standard Terms & Conditions. The T & C may be found at: <a href="https://www.cobham.com/media/794327/TracStar_Std_Terms.pdf">https://www.cobham.com/media/794327/TracStar_Std_Terms.pdf</a>

## Dawn Krass

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**From:** Danny Hinson  
**Sent:** Wednesday, January 16, 2013 11:06 AM  
**To:** Dawn Krass; Jim Warren (jwarren@nassaucountyfl.com)  
**Cc:** Charlotte Young; Traci Hochhalter  
**Subject:** RE: TracStar Systems

The contract is new from the stand point each year it is renewed but they always state it is new – terminology only. We do not have a contract that states we automatically renew each year so in their eyes it is new.

Yes they are a single source, the only source still today. Looks like someone would try to compete but launching a satellite is costly. I will have Jim complete the forms and return to you. Thank you.

Danny Hinson, CFM, FPEM  
Emergency Management Director  
Nassau County

77150 Citizens Circle  
Yulee, FL 32097  
W 904.548.4980  
C 904.753.1479

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**From:** Dawn Krass  
**Sent:** Wednesday, January 16, 2013 10:00 AM  
**To:** Danny Hinson  
**Cc:** Dawn Krass; Charlotte Young  
**Subject:** TracStar Systems

Danny,

Charlotte reviewed the attached approval form and requested some additional information to clarify potential questions before signing and forwarding this.

1. The Approval Form is marked new but the attachment states renewal.
2. Please provide email/memo as to why your dept wants to renew ( this will always be required going forward per Board's request)
3. Is this a Sole Source or Single Source? If yes, please complete the attached form to include with packet.
4. If not sole or single source, were verbal quotes obtained to establish best pricing for this service?

Thank you!

*Dawn M. Krass*  
Contract Specialist  
Nassau County Contract Management  
96135 Nassau Place, Suite 6  
Yulee, Florida 32097  
Phone: (904)491-7377 ext 1097  
Fax: (904) 321-2658  
Email: [dkrass@nassaucountyfl.com](mailto:dkrass@nassaucountyfl.com)

**Dawn Krass**

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**From:** Danny Hinson  
**Sent:** Wednesday, January 16, 2013 11:07 AM  
**To:** Jim Warren (jwarren@nassaucountyfl.com); Charlotte Young; Dawn Krass  
**Cc:** Traci Hochhalter  
**Subject:** FW: TracStar Systems  
**Attachments:** 20130116095328334.pdf; Sole Source-Single Source Form.doc

Jim, please process for Charlotte as soon as possible.

Danny Hinson, CFM, FPEM  
Emergency Management Director  
Nassau County

77150 Citizens Circle  
Yulee, FL 32097  
W 904.548.4980  
C 904.753.1479

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**Cc:** Dawn Krass; Charlotte Young  
**Subject:** TracStar Systems

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Email: [dkrass@nassaucountyfl.com](mailto:dkrass@nassaucountyfl.com)

## Dawn Krass

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**From:** Dawn Krass  
**Sent:** Wednesday, January 16, 2013 4:47 PM  
**To:** Danny Hinson  
**Cc:** Charlotte Young; James Warren; Traci Hochhalter; Dawn Krass  
**Subject:** RE: TracStar Systems

Not sure which form you are referencing, so....

Contract Approval Form is required anytime a contract or agreement has to be signed by the County for a purchase UNDER \$50,000 (requiring Ted's signature)

Sole Source/Single Source Form is required when purchase of any dollar amount is NOT obtained through competitive method of some sort (quotes or formal bid)- justification as to why item needs to be purchased from specific vendor

The renewal justification is the latest request from the Board. They receive various monthly reports detailing stages of contracts and they have requested to add the justification from the departments as to the reason to renew an existing contract versus going out to bid/obtaining new contract. They want to know the why behind each contract. This will also help when we have to meet with Mr. Hallman to review each contract before he signs off on them.

I think I covered the possibilities. Feel free to call with any questions.

*Dawn M. Krass*

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**From:** Danny Hinson  
**Sent:** Wednesday, January 16, 2013 4:36 PM  
**To:** Dawn Krass  
**Cc:** Charlotte Young; Jim Warren ([jwarren@nassaucountyfl.com](mailto:jwarren@nassaucountyfl.com)); Traci Hochhalter  
**Subject:** RE: TracStar Systems

Just so we do this correctly – will this form be required for any purchase or should I only complete it when you ask for it? I missed the last Dept head meeting so perhaps I missed the announcement on use of the form. I had Jim transfer the info from the contract form to the new form and reviewed it. It appears it is all correct and he will bring it over tomorrow.

I just want to make sure I know when it is needed so not to delay and or cause you all any additional work. Thank you very much.

Danny Hinson, CFM, FPEM  
Emergency Management Director  
Nassau County

77150 Citizens Circle  
Yulee, FL 32097  
W 904.548.4980

1/16/2013

C 904.753.1479

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