

CS-17-122

## CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT  
TRACKING NO.

cm 2518

### CONTRACTOR INFORMATION

Name: Bibliotheca, LLC

Address: 3169 Holcomb Bridge Rd, Suite 200 Norcross GA 30071  
City State Zip

Contractor's Administrator Name: Jeff Larson

Title: Contracts Specialist

Tel#: (877) 207-3127 Fax: (877) 689-2269 Email: j.larson@bibliotheca.com

### CONTRACT INFORMATION

Contract Name: Annual Maintenance Agreement, Software, Gates & Self Contract Value: \$1499.00

Brief Description: Agreement provides software updates for security gates and self-check machine.

Contract Dates : From: 5/23/17 to: 5/22/18 Status: X New    Renew    Amend#    WA/Task Order

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

### If Processing an Amendment:

Contract #:    Increase Amount of Existing Contract:   

New Contract Dates:    to    TOTAL OR AMENDMENT AMOUNT:   

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

1. <u>[Signature]</u> <u>12/17/17</u>	<u>Library</u>
Department Head Signature Date	Submitting Department
2. <u>[Signature]</u> <u>12/18/17</u>	<u>01711571-549000</u>
Contract Management Date	Funding Source/Acct #
3. <u>[Signature]</u> <u>12/27/17</u> @ 12.27.17	
Office of Management & Budget Date	
4. <u>[Signature]</u> <u>12/28/17</u>	
County Attorney (approved as to form only) Date	

Comments:   

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL


[Signature] 1-10-18  
Shanea D. Jones 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: Bibliotheca Department: Nassau County Libraries

Address: 3169 Holcomb Bridge Rd NW. Department Head Signature:   
SUITE#200  
Norcross, GA

Phone: 877-207-3127 xt.348

Date: 12/7/2017

Contact Name: Jeff Larson

Account: 01711571-549000

Cost: \$1,499.00

Description of Commodity:

Software Updates to Security Gates & Self-Check Machine

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 annual maintenance agreement provides for updates to software of security gates and self-check machine. Other companies will not maintain this equipment and guarantee functionality or standardization.

Approval:

 1-10-18  
County Manager Date

  
12/27/17

## VENDOR NAME/ADDRESS

Bibliotheca, LLC  
3169 Holcomb Bridge Rd.,  
Suite 200  
Norcross, GA 30071

### REQUISITION

FY17/18

LIBRARIES-ADMIN

Claire Shepherd (904) ~~548-4859~~  
630-6503

REQUISITION BY:

Date Prepared 11/14/17

[illegible]

APPROVED BY:

WHITE - FINANCE'S COPY  
YELLOW - REQUISITIONER'S COPY

<input type="checkbox"/>	Subtotal	
<input checked="" type="checkbox"/>	Total	\$1,499.00



December 4, 2017

**Nassau County Public Library System**  
25 N. 4th St.  
Fernandina Beach, FL 32034

Dear Dawn:

We look forward to the continued partnership with the **Nassau County Public Library System**. As we have previously relayed to you, the former 3M Library Systems has merged with Bibliotheca, LLC. However, the quality RFID, self-checkout, collection management, FileTracking, AMH products and service as well as the people at 3M Library Systems are still here to meet the immediate and future needs of your library system.

The entire former 3M Library System management team have moved across to Bibliotheca. All former 3M employees who were part of the library business were offered positions in the new company. We're truly dedicated to combining the best of 3M with bibliotheca, and it's the people that are the most important part of this.

Bibliotheca is the sole source provider of service for the library's 3M Library System FileTracking system. 3M has been manufacturing and servicing 3M security, productivity and information management solutions in libraries for more than 40 years. Please let us review some of the rationale to justify our claim.

- 3M is the developer and sole manufacturer of the 3M Library System FileTracking system in the **Nassau County Public Library System** Library System. These assets have now been purchased by Bibliotheca.
- Bibliotheca maintains patents and patents pending on certain parts of the 3M Library System Equipment at the **Nassau County Public Library System**.
- Bibliotheca currently provides comprehensive service to the **Nassau County Public Library System**.
- 3M Library System Equipment components are part of a matched component system that includes service, security gates, staff workstations, patron self-service devices, and applicators that apply the RFID tags to books and other items.
- Bibliotheca provides the only factory authorized service offering with technicians trained and equipped to maintain your 3M equipment in peak operating condition.

#### **Maintenance Purchase**

Service Agreements can only be purchased through Bibliotheca. **Bibliotheca provides the only factory authorized service offering with technicians trained and equipped to maintain your 3M FileTracking equipment in peak operating condition.**

This service agreement for maintenance of your equipment during warranty period and after are based on the correct usage of 3M™ RFID Equipment. DecisionOne Corporation is the only Bibliotheca authorized on-site service provider in the United States. Service calls are placed by calling Bibliotheca Customer Service at 1-800-328-0067. Software support is provided by Bibliotheca and on-site support is provided by factory trained technicians from DecisionOne



Corporation dispatched by Bibliotheca. Service Agreements can only be purchased through Bibliotheca.

Thank you for your interest in the service we provide for 3M Library Systems equipment. If there are any further questions or problems, please feel free to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Mary Zilles".

Mary Zilles  
**Sales Operation Manager**  
m.zilles@bibliotheca.com

## Service and Maintenance/Extended Warranty Quote

**Licensee Bill To:**

Nassau County Public Library System - Main - Nassau County Public  
Dawn Bostwick  
25 N 4th St  
Fernandina Beach FL 32034  
United States of America

[dbostwick@nassaucountyfl.com](mailto:dbostwick@nassaucountyfl.com)

Tel: 904-530-6501

Quote Date: 12/14/2017  
Quote Number: QUO-54484-MIS7

**System Licensee:**

Nassau County Public Library System - Main -  
Nassau County Public  
Dawn Bostwick  
450077 State Rd. 200, Suite 15  
Callahan FL 32011  
United States of America

**Sales Contact:** Contract Team

**Sales Phone:** 800-328-0067

**Sales Email:** [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com)

Contract ID: US-26263-V5Y0  
Contract Term: 8/24/2017 - 8/23/2018  
Renewal - 1 year

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: Aug 24, 2017 - Aug 23, 2018	1	\$1,499.000	\$1,499.00
Total (Less Sales Tax):				\$1,499.00
Grand Total:				\$1,499.00

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

*Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.*



## Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Nassau County Public- Fernandina Beach	8422 3M™ SelfCheck™ System Model 8422 (R-Series) Tabletop (Black)	84221695	1	08/24/17	08/23/18	\$1,499.00
Nassau County Public Library System - Main	3M™ Command Center for SelfCheck™ (5 Kiosks)	Software	1	08/24/17	08/23/18	\$0.00

## Service and Maintenance/Extended Warranty Quote

### TERMS AND CONDITIONS

#### WHAT WE WILL DO:

**Hardware:** In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order, Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

**Software:** In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

**WHAT IS NOT COVERED:** The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s); (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

**RENEWAL:** This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

**ENTIRE AGREEMENT:** This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com).

Accepted By: \_\_\_\_\_

Accepted Date: 1-10-18

Customer Purchase Order Number: \_\_\_\_\_



**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Bibliotheca, LLC</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>S</b> <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶	
<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
<b>5</b> Address (number, street, and apt. or suite no.) <b>3169 Holcomb Bridge Rd., Ste. 200</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Norcross, GA 30071</b>	
<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
			-					
<b>or</b>								
<b>Employer identification number</b>								
3	8		-	3	8	3	7	5 2 1

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ 	Date ▶ <b>January 05, 2017</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/ir9](http://www.irs.gov/ir9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien). to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

## Charlotte Young

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**From:** Claire Shepherd  
**Sent:** Monday, December 18, 2017 9:54 AM  
**To:** Charlotte Young  
**Cc:** Dawn Bostwick  
**Subject:** Revised Bibliotheca Quote and backup paperwork  
**Attachments:** Bibliotheca Maintenance Quote Revised.pdf

Charlotte,  
I have attached the revised quote, invoice for original purchase and quote for original purchase for Bibliotheca self-check and gate maintenance agreement.

Thank you for correcting the Contract dates on the county's tracking form from 05/23/17-5/22/18 to 08-24/17 to 08/23/18.

Claire

*Claire Shepherd  
Administrative Assistant I  
Nassau County Public Library System  
904-530-6503 ext. 6503  
cshepherd@nassaucountyfl.com*

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.

Invoice Number: SI0014005-US  
Invoice Date: 6/7/2016

Customer ID: 0000719  
Order Date: 5/8/2016  
Customer Order No.: 2016-002  
Our Order No.: S010890-US  
SalesPerson: Tara Taylor

**Ship To:**

Fernandina Beach Branch - Nassau County Public Library  
Friends of Fernandina Beach Branch Library  
25 N. 4th Street  
Fernandina Beach, FL 32034  
USA

**Sold To:**

Fernandina Beach Branch - Nassau County Public Library  
Friends of Fernandina Beach Branch Library  
25 N. 4th Street  
Fernandina Beach, FL 32034  
USA

Ship Date 7/31/2016  
Due Date 7/7/2016  
Terms Net 30 days

Item / Description	Unit	Order Qty	Quantity	Unit Price	Total Price
SER901482-000	Each	1	1	249.00	249.00
Recommended Reads Annual Subs-B Annual Subscription 1/SC					
Shipping and Administration	Each	1	1	890.00	890.00
GAT313017-000	Each	1	1	10,197.00	10,197.00
3M-70008700018 9102RFIDDETECTIONSYSTEM 36 DIR 36" Direct Mount - Wired Card					
SCK331008-000	Each	1	1	9,172.20	9,172.20
3M-75470035207 SelfcheckSystem8422R-SeriesTab Black					
SWR301001-000	Each	1	1	2,240.00	2,240.00
3M COMMAND CENTER FOR SELFCHEC 5 SelfChecks™					
TAG000010-000		4	4	900.00	3,600.00
smartlabel™ 110 S 50x50 HF library tag					
Coll; Sent client email to request ETA on Payment					
Status 07.21.16					

Subtotal: 26,348.20  
Invoice Discount:  
Tax:  
Total: 26,348.20





Account

Fund	001	...	GENERAL	Acct	001.711.571.57.549000.	
Org	01711571	...	LIBRARIES	Acct name	OTHER CURRENT CHGS	
Object	549000	...	OT CUR CHG	Type	Expense	Status Active
Project	...			Rollup	...	

☐ MultiYr Fund

4 Year Comparison	Current Year	History
Yr/Per 2018/01	Fiscal Year 2018	Fiscal Year 2017
Original Budget	17,489.00	17,613.00
Transfers In	1,500.00	3,200.00
Transfers Out	.00	-2,000.00
Revised Budget	18,989.00	18,813.00
Actual (Memo)	14,688.00	18,085.82

it - Munis [BOARD OF COMMISSIONERS]

Help



Journal Header

Year	2018	Source	BUA	Reference1	180015	Journal type	
Period	02	Entry date	11/07/2017	Reference2		Auto reverse	N
Journal	76	GL effective date	11/03/2017	Reference3		Over budget	
Status	Hist	Posted date	11/09/2017	Reference4	GEN0000007	Entity	1

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB
2	01711571	549000		5	180015	1,500.00	.00	
1	01711571	552000		5	180015	.00	1,500.00	

Source: OMB