

CS-20-288

2021 08 26 11:09

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM3043

CONTRACTOR INFORMATION

Name: Bibliotheca, LLC
Address: 3169 Holcomb Bridge Road, Norcross, GA 30071
City State Zip

Contractor's Administrator Name: Leeban Simeso Title: Contract Specialist
Tel#: (678) 336-7980 Fax: _____ Email: l.simeso@bibliotheca.com

CONTRACT INFORMATION

Contract Name: Annual Support & Maintenance Renewal Aereement Contract Value: \$2,647.13

Brief Description: Agreement software updates and parts replacement for equipment for self check and security gates

Contract Dates : From: 08/24/2021 to: 08/23/2022 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: _____
New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|---|--------------------------|---|
| 1. | <u>[Signature]</u>
Department Head Signature | <u>6/17/21</u>
Date | <u>Library</u>
Submitting Department |
| 2. | <u>[Signature]</u>
Procurement | <u>8/16/2021</u>
Date | <u>01712571-546020</u>
Funding Source/Acct # |
| 3. | <u>Megan Diehl</u>
Office of Management & Budget | <u>8/25/2021</u>
Date | |
| 4. | <u>Michael S. Mullin</u>
County Attorney/Contract Management | <u>8/26/2021</u>
Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Pope AICP 8/26/2021
Taco E. Pope, AICP Date

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

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

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

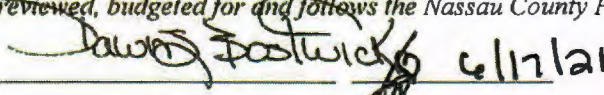
Vendor Name: Bibliotheca, LLC Department: Libraries
Address: 3169 Holcomb Bridge Road
Norcross, GA 30071
Phone: 678-336-7980 xt 424 Date: 06/15/2021
Contact Name: Leeban Simeso
Account: 01711571-546020 Cost: \$ 3,571.49 per one time


Description of Goods and/or Service:
Annual Maintenance Agreement, software updates, equipment replacements of Gates and Self-Check equipment


- 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 and equipment replacement for gates and self-check machine.
Other companies will not maintain this equipment and guarantee functionality or standardization

Department Head
I certify that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.
 6/17/21

Procurement Manager
I certify that I have reviewed this request and concur that it is a Sole or Single Source and is consistent with the Nassau County Purchasing Policy.
 8/16/2021

Office of Management and Budget
I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy.
 8/25/2021

County Manager
I certify that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.
 8/26/2021

Quote Date: 6/15/2021
 Quote Number: QUO-157450-P7Y7



Service & Maintenance/Extended Warranty Quote

Invoice To:

Nassau County Public Library System - Main
 Dawn Bostwick
 25 N 4th St

Fernandina Beach FL 32034
 US

dbostwick@nassaucountyfl.com
 Tel: 904-530-6501

System Main Location:

Nassau County Public Library System - Main - Nassau
 County Public
 Dawn Bostwick
 25 N 4th St
 Fernandina Beach FL 32034
 US

Contract Number: US-107419-J4N5
 Term: 8/24/2021 - 8/23/2022
 Renewal

Item ID	Item Type	Quantity	Sale Price (USD)	Sub Total
SUP000002-000-US	ANNUAL SUPPORT & MAINTENANCE Contract Term: Aug 24, 2021 - Aug 23, 2022	1.000	\$2,647.13	\$2,647.13
Total (Less Sales Tax):				\$2,647.13

bibliotheca Contact:

Contract Team
 Service-renewals-us@bibliotheca.com
 Tel: 800-328-0067

Terms & Conditions:

Service and Maintenance prices exclude any applicable sales tax. If tax-exempt, a copy of Tax Exemption Certificate is required with Purchase Order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice.

Quotes are good for 180 days.

Quote Date: 6/15/2021
 Quote Number: QUO-157450-P7Y7



Service & Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #	Start Date	End Date	Price
Nassau County Public Library System - Main	3M™ SelfCheck™ System Model 8422 (R-Series) Tabletop (Black)	84221695	8/24/2021	8/23/2022	\$1,648.13
Nassau County Public Library System - Main	cloudLibrary assist Tier 1 - Set-Up & Training	assist	8/24/2021	8/23/2022	\$0.00
Nassau County Public Library System - Main	libraryConnect™ Devices subscription - (1-5 devices)	License	8/24/2021	8/23/2022	\$999.00

Quote Date: 6/15/2021
Quote Number: QUO-157450-P7Y7



Service & Maintenance/Extended Warranty Quote

Terms & Conditions Continued:

WHAT IS COVERED:

Hardware: In consideration of payment of the agreement price, 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.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Certificate Of Completion

Envelope Id: 8E8D2B67BD694694BC37994ED52241A5
 Subject: Please DocuSign: CM3043.pdf
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 3
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Amber Carter
 acarter@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 8/16/2021 10:42:13 AM

Holder: Amber Carter
 acarter@nassaucountyfl.com

Location: DocuSign

Signer Events

Brian Simmons
 bsimmons@nassaucountyfl.com
 Manager, Procurement
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

Signature



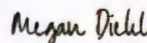
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Timestamp

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 Viewed: 8/16/2021 12:49:55 PM
 Signed: 8/16/2021 12:50:33 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Megan Diehl
 mdiehl@nassaucountyfl.com
 OMB Director
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 8/16/2021 12:50:35 PM
 Viewed: 8/25/2021 8:27:12 AM
 Signed: 8/25/2021 8:28:28 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Michael S. Mullin
 mmullin@nassaucountyfl.com
 County Attorney
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

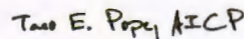


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Sent: 8/25/2021 8:28:31 AM
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 Signed: 8/26/2021 4:09:30 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Taco E. Pope, AICP
 tpope@nassaucountyfl.com
 County Manager
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 8/26/2021 4:09:31 PM
 Viewed: 8/26/2021 5:05:07 PM
 Signed: 8/26/2021 5:05:18 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events Status Timestamp		
Certified Delivery Events Status Timestamp		
Carbon Copy Events	Status	Timestamp
Amber Carter acarter@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:19 PM
Dawn Bostwick dbostwick@nassaucountyfl.com Nassau County Public Libraries Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:20 PM
Claire Shepherd cshpherd@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:20 PM
Leeban Simeso l.simeso@bibliotheca.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:21 PM
Brenda Linville blinville@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:22 PM
Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:22 PM
Melissa Lucey mlucey@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:23 PM

Carbon Copy Events	Status	Timestamp
Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:24 PM
Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:24 PM
Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/26/2021 5:05:25 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/16/2021 10:47:56 AM
Certified Delivered	Security Checked	8/26/2021 5:05:07 PM
Signing Complete	Security Checked	8/26/2021 5:05:18 PM
Completed	Security Checked	8/26/2021 5:05:25 PM

Payment Events	Status	Timestamps
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