

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3160-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: LIBRARY Contact Person: JULIE CANNAVINO
 Telephone: (904) 530-6502 Email: JCANNAVINO@NASSAUCOUNTYFL.COM

SECTION 2 - VENDOR INFORMATION
 Name: MIDWEST TAPES, LLC HOOPLA
 Address: P.O. BOX 820
 City: HOLLAND State: OH Zip Code: 43528
 Vendor's Administrator Name: ERIC TIMM Title: ACCOUNT EXECUTIVE
 Telephone: (800) 875-2785 Email: ETIMM@MIDWESTTAPES.COM

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: SUSAN BASCUK, VICE PRESIDENT
 Authorized Signatory Email: SBASCUK@MIDWESTTAPES.COM
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: MIDWEST TAPES HOOPLA DIGITAL SERVICE AGREEMENT
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: SUBSCRIPTION FOR EBOOKS, E-AUDIO BOOKS, MOVIES, TV SHOWS WITH SIMULTANEOUS ACCESS
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
 Other: _____
 Amount of Initial Contract Term: \$20,000.00
 Amount of Renewal Options (if applicable): Year 1: \$20,000.00 Year 2: \$20,000.00
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$60,000.00 (Estimate if necessary)
 Account Number: 01711571-554000
 Source of Funds: County State Federal Other: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: _____ *MP*
 Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3160 Amendment No: A1
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: INCREASE CONTRACT AMOUNT
 Contract Amount with Previous Amendments: \$60,000 Amount of this Amendment: \$30,000
 New Contract Amount including this Amendment: \$90,000
 Account Code Change From: _____ To: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. <u>Julie Cannavino</u> <u>6/12/2024</u>	3. <u>Denise C. May, Esq.</u> <u>6/14/2024</u>
Department Head/Contract Manager Date	Procurement Date
2. <u>Chris Lacambra</u> <u>6/12/2024</u>	4. <u>Denise C. May, Esq., BLS</u> <u>6/17/2024</u>
Office of Mgmt. & Budget Date	County Attorney Date

COUNTY-MANAGER - FINAL SIGNATURE APPROVAL
[Signature] 6/17/2024
 County Manager Date

PO MODIFICATION FORM

SECTION 1 - GENERAL INFORMATION

Date Submitted: 04/25/2024 Requesting Department: LIBRARY Contact Person: JULIE CANNAVINO
Contact Phone Number: (904) 530-6502 Email: JCANNAVINO@NASSAUCOUNTYFL.COM

SECTION 2 - ORIGINAL PURCHASE ORDER INFORMATION

PO Number: 23-133 Contract No. (if applicable) CM3160
Vendor Name: MIDWEST TAPES-HOOPLA

SECTION 3 - MODIFICATION INFORMATION

Type of Modification: Amount Increase Amount Decrease Change to Account Code Cancel PO
 Re-Open for Amount \$ _____ Other: _____

Original PO Sum: \$ 20,000.00
Total Sum of Previous Modifications: \$ 0.00
PO Sum Prior to this Modification: \$ 20,000.00
Amount of this Modification: \$ 15,000.00
New PO Sum Including this Modification: \$ 35,000.00

Account Code Change From: _____ To: _____

SECTION 4 - REASON FOR MODIFICATION

INCREASED PATRON USAGE

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Julie Cannavino 6/12/2024
Department Head/Managing Agent Date

2. Chris Lacambra 6/12/2024 *TL*
Office of Mgmt. & Budget Date
(Signature required if greater than \$1,000.00)

3. Sanan Helmer 6/14/2024
Procurement Date
(Signature required if greater than \$5,000.00)

4. _____
County Manager Date
(Signature required if greater than \$100,000.00)

L.BELTON

Clerk: 6/18/2024
Date: _____

CM _____ 3160-A1 _____

AMENDMENT TO CONTRACT FOR MIDWEST HOOPLA DIGITAL MEDIA

THIS AMENDMENT TO THE CONTRACT FOR MIDWEST HOOPLA SERVICES (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and Midwest Tape, LLC, a business having its primary business location at 1417 Timberwolf Dr, Holland, Ohio 43528 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for hoopla Digital Media access dated April 25, 2022 (hereinafter “Contract”); and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Section 3.1 of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract by Fifteen Thousand Dollars and Zero Cents (\$15,000.00) per year due to an increase in patron usage change. The County shall now compensate the Vendor in an amount not to exceed Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00) per year for the remaining term of the Contract.

SECTION 2. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

CM _____ 3160-A1 _____

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

THE COUNTY:

NASSAU COUNTY, FLORIDA

Signature: _____ 

Print Name: TACO E. POPE, AICP

Title: Designee

Date: 6/17/2024

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BLS
DENISE C. MAY, County Attorney

VENDOR:

MIDWEST TAPE, LLC

Signature: _____ Susan Bascuk

By: _____ Susan Bascuk

Title: _____ Vice President

Date: 6/17/2024

Certificate Of Completion

Envelope Id: 402D97B964D34DF5AEFB36A228EA1595 Status: Completed
Subject: Contract No.: CM3160-1A Vendor Name: MIDWEST HOOPLA \$15,000.00 Description: AMENDMENT TO CM3160
Source Envelope:
Document Pages: 4 Signatures: 11 Envelope Originator:
Certificate Pages: 6 Initials: 5 Anne Ford
AutoNav: Enabled aford@nassaucountyfl.com
Envelopeld Stamping: Enabled IP Address: 50.144.43.162
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original Holder: Anne Ford Location: DocuSign
6/12/2024 2:26:38 PM aford@nassaucountyfl.com

Signer Events

Signature

Timestamp

Julie Cannavino
jcannavino@nassaucountyfl.com
Nassau County
Security Level: Email, Account Authentication (None)
Signature Adoption: Pre-selected Style
Using IP Address: 50.144.43.162
Sent: 6/12/2024 2:36:49 PM
Viewed: 6/12/2024 2:40:23 PM
Signed: 6/12/2024 2:41:04 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore
tpoore@nassaucountyfl.com
OMB Admin
Nassau County BOCC
Security Level: Email, Account Authentication (None)
Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26
Sent: 6/12/2024 2:41:06 PM
Viewed: 6/12/2024 4:41:50 PM
Signed: 6/12/2024 4:42:40 PM







Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra
clacambra@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: 6/12/2024 4:42:42 PM
Viewed: 6/12/2024 4:43:38 PM
Signed: 6/12/2024 4:44:29 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor
mproctor@nassaucountyfl.com
Risk Manager
Security Level: Email, Account Authentication (None)
Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26
Sent: 6/12/2024 4:44:32 PM
Viewed: 6/13/2024 8:09:00 AM
Signed: 6/13/2024 8:09:21 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/13/2024 8:09:24 AM Viewed: 6/14/2024 1:10:48 PM Signed: 6/14/2024 1:11:35 PM</p>
<p>Susan Bascuk sbascuk@midwesttapes.com VP Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 6/17/2024 12:23:46 PM ID: 78699230-6d98-423b-a0fc-17c7205d4a4e</p>	 Signature Adoption: Pre-selected Style Using IP Address: 24.52.124.254	<p>Sent: 6/14/2024 1:11:37 PM Viewed: 6/17/2024 12:23:46 PM Signed: 6/17/2024 12:24:11 PM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/17/2024 12:24:14 PM Viewed: 6/17/2024 12:26:17 PM Signed: 6/17/2024 12:28:11 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/17/2024 12:28:13 PM Viewed: 6/17/2024 12:48:37 PM Signed: 6/17/2024 12:50:44 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Drawn on Device Using IP Address: 174.239.87.84 Signed using mobile	<p>Sent: 6/17/2024 12:50:46 PM Viewed: 6/17/2024 12:55:28 PM Signed: 6/17/2024 12:55:39 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 6/17/2024 12:55:43 PM Viewed: 6/18/2024 9:33:26 AM Signed: 6/18/2024 9:33:33 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

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
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/18/2024 9:33:35 AM Viewed: 6/18/2024 10:05:54 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/18/2024 9:33:36 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/12/2024 2:36:49 PM
Certified Delivered	Security Checked	6/18/2024 9:33:26 AM
Signing Complete	Security Checked	6/18/2024 9:33:33 AM
Completed	Security Checked	6/18/2024 9:33:36 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.