

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM1012-A14

SECTION 1 - GENERAL INFORMATION

Requesting Department: LIBRARIES Contact Person: JULIE CANNAVINO
Telephone: (904) 530-6502 Email: JCANNAVINO@NASSAUCOUNTYFL.COM

SECTION 2 - VENDOR INFORMATION

Name: COMPRISE TECHNOLOGIES, INC.
Address: P.O. BOX 425
City: NAVESINK State: NJ Zip Code: 07752
Vendor's Administrator Name: DIANE WEINBERGER Title: SALES MANAGER
Telephone: (800) 854-6822 Email: DIANEW@COMPRISETECHNOLOGIES.COM

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: DANIEL CURTIN Title: PRESIDENT
Authorized Signatory Email: DANCURTIN@COMPRISETECHNOLOGIES.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: SAM,SMM, SMART TERMINAL & SMARTPAY SOFTWARE/HARDWARE SYSTEMS SERVICES
Short Description of Product(s)/Service(s) Being Requested: RENEWAL OF EXISTING SOFTWARE LICENSE CONTRACT FOR SAM, SMM, SMART TERMINAL, AND SMARTPAY MANAGEMENT AND TECHNICAL SUPPORT
(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: \$6,586.00
Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
Year 3: _____ Year 4: _____
Total Amount of Contract (Initial Term + Renewal Options): \$16,465 (Estimate if necessary)
Account Number: 01711571-549000
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: CM1012 Amendment No: 14
Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
Contract Amount with Previous Amendments: \$ 13,172.00 Amount of this Amendment: \$ 3,293.00
New Contract Amount including this Amendment: \$ 16,465.00
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> 11/20/2024 | 3. <u>[Signature]</u> 11/22/2024 |
| 2. <u>[Signature]</u> 10.31.24 | 4. <u>Denise C. May, Esq., BCS</u> 11/25/2024 |
| Office of Mgmt. & Budget | County Attorney |
| Date | Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 11/25/2024
County Manager Date

DATE
10/28/2024

Requisition Form

**NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
COMPRISE TECHNOLOGIES
P.O. BOX 425
NAVESINK, NJ 07752-0425

DEPARTMENT
LIBRARY

REQUESTED BY
J. CANNAVINO

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
10328	COMPRISE EXTENSION	01711571-549000	\$ 6,394.00	Encumber Contract	CM1012-A14
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	SAM SOFTWARE LICENSE/TECH SUPPORT	0.50	\$ 3,113.00	\$ 1,556.50	
2	SAM POS SOFTWARE LICENSE/TECH SUPPORT	0.50	\$ 1,041.00	\$ 520.50	
3	CELLULAR ADAPTORS W/DATA PLAN FOR	0.50	\$ 900.00	\$ 450.00	
	SMM SMART TERMINALS			\$ 0.00	
4	SMART TERMINAL HOST SERVICE AND LICENS	0.50	\$ 932.00	\$ 466.00	
5	SMART PAY SOFTWARE LICENSE AND	0.50	\$ 600.00	\$ 300.00	
	WEBSITE SUBSCRIPTION			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 3,293.00

Department Head
 I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.
Julie Cannavino 11/20/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)
 I attest that, to the best of my knowledge, funds are available for payment.
Chris Calambra 11/20/2024

Procurement Director (signature required if greater than \$5,000.00)
 I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

County Manager (signature required if greater than \$100,000.00)
 I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

L. BELTON
 Clerk:
 Date: 11/25/2024

**FOURTEENTH AMENDMENT TO CONTRACT FOR SAM, SMM, SMART
TERMINAL & SMARTPAY SOFTWARE/HARDWARE SYSTEMS SERVICES**

THIS AMENDMENT TO THE CONTRACT FOR SAM, SMM, SMART TERMINAL & SMARTPAY SOFTWARE/HARDWARE SYSTEMS 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” or “Licensee”) on behalf of the Nassau County Public Library, and **COMPRISE TECHNOLOGIES, INC.**, a business having its primary business location at P.O. BOX 425, NAVESINK, NJ 07752-0425 (hereinafter the “Vendor” or “Comprise”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for SAM, SMM, SMART TERMINAL & SMARTPAY SOFTWARE/HARDWARE SYSTEMS SERVICES dated September 13, 2006 which is valid until December 4, 2024 (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. The Section entitled “Term and Termination” of the Contract is hereby amended to extend the term of the Contract for an additional six (6) months and the Contract shall now terminate on June 04, 2025

SECTION 2. . Section entitled “Compensation” of the Contract is hereby amended to increase the compensation amount to account for the additional time of service. The County shall compensate the Vendor an annual compensation amount not to exceed Three Thousand, Two-Hundred Ninety-Three Dollars and Zero Cents (\$3,293.00) for the services outlined in the attached Exhibit “A”, increasing the total compensation amount to Sixteen-Thousand, Four-Hundred Sixty-Five Dollars and Zero Cent (\$16,465.00).


SECTION 3. All other terms and conditions of the Contract not modified by this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

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 BOARD OF COUNTY COMMISSIONERS

Signature:  _____

Print Name: Taco E. Pope, AICP

Title: County Manager

Date: 11/25/2024

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS

DENISE C. MAY, County Attorney

COMPRISE TECHNOLOGIES, INC.

Signature: *Daniel Curtin*

Print Name: Daniel Curtin

Title: President

Date: 11/25/2024



Invoice

Please remit in US Dollars to:

Comprise Technologies, Inc.
PO Box 425
Navesink, NJ 07752-0425

Phone: 732-291-3600

Fax: 732-291-3699

invoices@comprisetechologies.com

Bill to:

Nassau County Public Library
Accounts Payable
25 North 4th Street
Fernandina Beach, FL 32034

DATE	10/25/2024
INVOICE #	2025-048
DUE DATE	11/27/2024
ACCT #	244-00
P.O. #	
REP	DLC
ANNUAL RENEWAL PERIOD	
12/04/24-06/05/25	

Description	Prorated Period	Quantity	Unit Price	Extended Amount
Smart Access Manager (SAM), Smart Money Manager (SMM), Smart Terminal and SmartPAY Software/Hardware Systems for the Nassau County Public Library				
SAM Software License and Technical Support	12/04/24-06/05/25	0.5	3,113.00	1,556.50
SMM POS Software License and Technical Support	12/04/24-06/05/25	0.5	1,041.00	520.50
Cellular Adaptors with Data Plan for SMM Smart Terminals	12/04/24-06/05/25	0.5	900.00	450.00
Smart Terminal Host Service and License (QTY 4)	12/04/24-06/05/25	0.5	932.00	466.00
SmartPAY Software License and Website Subscription	12/04/24-06/05/25	0.5	600.00	300.00
<p>SOLE SOURCE CERTIFICATION: Comprise Technologies, Inc. (Comprise) is the only company that offers the Smart Access Management (SAM), Smart Money Manager (SMM), and SmartPAY Integrated Software/Hardware Systems. This software is licensed, sold and supported exclusively by Comprise Technologies, Inc. We do not offer, sell or license our products through local dealers or distributors, and they are not available in any other form or under any other brand name.</p>				

Credit Card payments accepted will incur a 3.5% processing fee. Invoices less than \$500.00 are exempt from the fee. After the initial contract term, the license agreement shall automatically renew for additional one (1) year terms thereafter, unless written notice of non-renewal is received at least (30) calendar days prior to expiration of the current term Terms. FEIN: 22-3200334

Total Due: \$3,293.00

Due Date 11/27/2024

Certificate Of Completion

Envelope Id: 524439D7-3CC2-4DD6-A397-45D05DA2F89A

Status: Completed

Subject: CM1012-A14 COMPRISE TECHNOLOGIES \$3293.00 CONTRACT EXTENSION.pdf, Am...

Source Envelope:

Document Pages: 5

Signatures: 9

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

11/20/2024 10:34:57 AM

aford@nassaucountyfl.com

Signer Events

Signature

Timestamp

Julie Cannavino

Julie Cannavino

Sent: 11/20/2024 11:10:42 AM

jcannavino@nassaucountyfl.com

Viewed: 11/20/2024 12:48:05 PM

Nassau County

Signed: 11/20/2024 12:48:23 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.144.43.162

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Tracy Poore

TP

Sent: 11/20/2024 12:48:27 PM

tpoore@nassaucountyfl.com

Viewed: 11/20/2024 1:47:22 PM

OMB Admin

Signed: 11/20/2024 1:48:00 PM

Nassau County BOCC

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

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

chris lacambra

Chris Lacambra

Sent: 11/20/2024 1:48:03 PM

clacambra@nassaucountyfl.com

Viewed: 11/20/2024 8:07:31 PM

OMB Director

Signed: 11/20/2024 8:09:05 PM

Nassau County BOCC

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

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle Proctor

MP

Sent: 11/20/2024 8:09:08 PM

mproctor@nassaucountyfl.com

Viewed: 11/20/2024 8:10:53 PM

Risk Manager

Signed: 11/21/2024 7:49:31 AM

Security Level: Email, Account Authentication
(None)

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

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>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/21/2024 7:49:34 AM Viewed: 11/21/2024 9:41:49 PM Signed: 11/22/2024 4:44:26 PM</p>
<p>Daniel Curtin DANCURTIN@COMPRISETECHNOLOGIES.COM President Comprise Technologies, Inc., Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/25/2024 10:43:47 AM ID: 2b8e4523-9e12-4f8c-87b7-d0e97b2446f5</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 70.89.26.38</p>	<p>Sent: 11/22/2024 4:44:29 PM Viewed: 11/25/2024 10:43:47 AM Signed: 11/25/2024 10:44:15 AM</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>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/25/2024 10:44:17 AM Viewed: 11/25/2024 11:23:50 AM Signed: 11/25/2024 11:24:31 AM</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>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/25/2024 11:24:33 AM Viewed: 11/25/2024 11:39:45 AM Signed: 11/25/2024 11:39:58 AM</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>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 11/25/2024 11:40:00 AM Viewed: 11/25/2024 12:41:22 PM Signed: 11/25/2024 12:41:27 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>	<p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 11/25/2024 12:41:31 PM Viewed: 11/25/2024 3:24:19 PM Signed: 11/25/2024 3:24:39 PM</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: 11/25/2024 3:24:43 PM
Procurement Department Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/25/2024 3:24:44 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/20/2024 11:10:42 AM
Certified Delivered	Security Checked	11/25/2024 3:24:19 PM
Signing Complete	Security Checked	11/25/2024 3:24:39 PM
Completed	Security Checked	11/25/2024 3:24:44 PM
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.

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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.