

To the File:

**Renewal of Business Service Order Agreement**

This letter confirms the renewal of the Contract on the terms set out below.

**General information**

No.	Topic	Details
1	Department	Name: Nassau County Public Library System
2	Vendor	Name: Comcast Business Services
3	Contract	Contract title: Business Internet Services – Fernandina Beach Branch Effective Date: 05/06/15  Contract tracking number: CM2226-AR01

RCVD COUNTY MGR  
 18 MAY '18 PM3:40

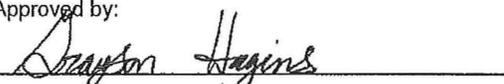
**Contract Renewal**

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Contract for one (1) year, beginning 05/06/18 and ending 05/05/19, in accordance with the terms of the agreement.

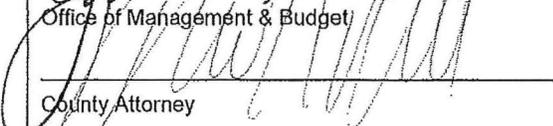
If you need more information or would like to discuss this matter further, please contact Grayson Hagins on 904-530-6040 or at ghagins@nassaucountyfl.com

Yours sincerely

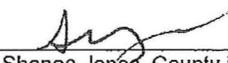
  
 Dawn Bostwick 5/6/18  
Date

Approved by:  
  
 Contract Management 5/14/18  
Date

  
 Office of Management & Budget 5/16/18  
Date

  
 County Attorney 5/18/18  
Date

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

  
 Shanea Jones, County Manager 5-22-18  
Date

RCVD COUNTY MGR  
 15 MAY '18 PM4:51

CS-14-171

**CONTRACT APPROVAL FORM**

(Contract Management Use only)

**CONTRACT TRACKING NO.**

CM 222P

**CONTRACTOR INFORMATION**

Name: COMCAST BUSINESS SERVICES

Address: P.O. Box 530098 Atlanta, GA 30353-0098  
City State Zip

Contractor's Administrator Name: Tony Gilbert Title: Senior Account Executive, Comcast Business Services

Tel#: 904-339-1125 Fax: 904-683-2320 Email: Anthony\_Gilbert@cable.comcast.com

**CONTRACT INFORMATION**

Contract Name: Comcast Business Internet Services-Fernandina Branch Library Contract Value: \$3598.20 annual /\$10,794.60(3yr-Agreement) \$9995/mo

Brief Description: Fast Access Business Internet for Public Access. The line is 50 mg download speed and 10 mg upload speed

Contract Dates: From: 03/05/2015 thru 03/04/2018 CS 4-14-15 Status: XX New      Renew      Amend#      WA/Task Order

How procured:      Sole Source      Single Source      ITB      RFP      RFQ      Coop.      Other Quotes

**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**

- |    |  |                |                        |
|----|--|----------------|------------------------|
| 1. | <u>Jaworski</u>                            | <u>2/11/15</u> | <u>01712571-541040</u> |
|    | Department Head Signature                  | Date           | Funding Source/Acct #  |
| 2. | <u>Charlotte Young</u>                     | <u>4/10/15</u> |                        |
|    | Contract Management                        | Date           |                        |
| 3. | <u>[Signature]</u>                         | <u>4-20-15</u> |                        |
|    | Office of Management & Budget              | Date           |                        |
| 4. | <u>[Signature]</u>                         | <u>4/20/15</u> |                        |
|    | County Attorney (approved as to form only) | Date           |                        |

Comments:     

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**

Ted Selby [Signature] 4/27/15  
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

RECEIVED  
COUNTY MANAGER'S  
OFFICE  
APR 24 AM 11:20



Dawn S. Bostwick, Library Director  
Janet W. Loveless, Assistant Director

**Nassau County Public Library System**

25 N. 4<sup>th</sup> Street  
Fernandina Beach, FL 32034  
Phone: 904-277-7365 Fax: 277-7366

<http://www.nassaureads.com>

**To: Charlotte Young, Contracts Manager**

**From: Dawn S. Bostwick, Library Director**

**Date: 19 March 2015**

**Re: Comcast Business Service-Internet Access**

Charlotte,

Each year the Nassau County Public Library applies for E-Rate grant funding. The application includes a request for quotes each for voice and data line service. The request for quotes is posted on the Universal Service Fund website for providers to view for thirty days. We have the choice each year to either accept a quote, or to stay with our current services.

This year we received three quotes for voice and data service. Comcast has offered a quote for far more bandwidth than our existing service. They are offering a download speed of 50 mgs and an upload speed of 10 mgs. The offer also includes waiving almost the entire installation fee. I checked with Guy Riner, and he confirmed that Comcast is the only provider in our area that is able to offer this bandwidth to the libraries and that the pricing was good. Comcast would waive the \$15,000 connection fee if we agreed to the pricing for three years. Comcast is only offering service to FB, CAL and HLD at this time.

The greater bandwidth is really needed for library patrons. The internet is very slow for patrons, especially in the late afternoons when students are out of school and using the internet. It takes a very long time to upload documents, such as: financial aid forms, job applications, legal forms, etc. We currently only have a download speed of 6 mgs and an upload speed of less than one mg.

**Callahan**

450077 SR 200  
Callahan, FL 32011

**Hilliard**

15821 CR 108  
Hilliard, FL 32046

**Yulee**

76346 Wm Burgess Blvd  
Yulee, FL 32097

**Bryceville**

7280 Motes Rd  
Bryceville, FL 32009

15 MAR 20 PM 2:57  
COMMUNICATIONS  
COUNTY OF NASSAU

Cm2226

**COMCAST BUSINESS**

**BUSINESS SERVICE ORDER AGREEMENT**

Account Name: Fernandina Library

ID#: 8519139

**CUSTOMER INFORMATION (Service Location)**

Address 1	<u>25 N 4TH ST</u>	City	<u>FERNANDINA BEACH</u>
Address 2		State	<u>FL</u>
Primary Contact Name	<u>Dawn Boswick</u>	ZIP Code	<u>32034</u>
Business Phone	<u>(904) 277-7365</u>	County	
Cell Phone		Email Address	<u>dboswick@nassaucountyfl.com</u>
Pager Number		Primary Fax Number	
Technical Contact Name		Tech Contact On-Site?	<u>No</u>
Technical Contact Business Phone		Technical Contact Email	
Property Manager Contact Name		Property Mgr. Phone	

**COMCAST BUSINESS SERVICES**

	Selection (X)
Business Voice	
Business Internet	X
Business TV	

Service Term (Months)	36
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**COMCAST BUSINESS SERVICES DETAILS**

Business Voice*			
VOICE SELECTIONS	Quantity	Unit Cost	Total Cost
Full Feature Voice Lines	0		
Adtl. F.F. Voice Lines w/ pkg. 4+ Lines			
Basic Lines	0		
Fax Lines			
Toll Free Numbers			
Equipment Fee			
VOICE OPTIONS		Selection(X)	Total Cost
Voice mail		0	
Enhanced Listings			
Auto-Attendant			

Comcast Business Packages	
Package Name:	ExpCen:SP_D50-\$10
PACKAGE DESCRIPTION	
\$10 MRC Discount off Business Internet D50 (\$109.95) for discounted rate of \$99.95. MRC Discounts roll to rate card end of original term. Min 2yr term required. Taxes, Usage, Fees, Equip are Extra	

\* Voice offers & options not available in all markets.

Business Internet*		
INTERNET SELECTIONS	Selection(X)	Total Cost
Starter		
Preferred		
Other Deluxe	X	\$109.95
Equipment Fee	X	\$0.00

Business TV*		
TV SELECTIONS	Selection(X)	Total Cost
Basic		
Select		
Information & Entertainment		
Variety		
Standard		
Preferred		
Music Choice Standalone		

INTERNET SELECTIONS	Selection(X)	Non-Recurring Charge
Wireless Gateway Fee		

\*Business Internet speed tier selections not available in all markets. With the exception of Basic Connect, all Business Internet speed tiers from Comcast include two(2) Microsoft Outlook email boxes for no additional charge. The Basic Connect speed tier does not include such email boxes. Additional email boxes may be purchased separately. Comcast reserves the right to change this Microsoft Outlook email offering at any time, at its sole discretion, upon written notice to Customer.

TV OPTIONS		
Selection	Total Cost	
Sports Pack**		
Music Choice W/Comcast Business		
Canales Selecto		
Other Programming		
Other Programming		
Other Programming		
TV OUTLETS		
Quantity	Unit Cost	Total Cost
Additional Outlets		
HD Outlet Charges		

INTERNET OPTIONS	Selection(X)	Total Cost
Microsoft Outlook Office Email	X	Included
Web Hosting - Starter	X	Included
Static IP		
Dynamic IPV6		
Wi-Fi		

\* Internet selections & options not available in all markets.

mini mDTA/mDTA Type	# of Outlets	NRC	MRC

\* Not available in home offices or public view establishments. TV selections & options not available in all markets. Customer acknowledges and understands Customer may be responsible for additional music licensing or copyright fees for music contained in any or all of the Services, including, but not limited to Video and/or Public View Video.

\*\* Available for Standard & Preferred TV offers only.

**COMCAST  
BUSINESS****BUSINESS SERVICE ORDER AGREEMENT**Account Name: Fernandlna LibraryID#: 8519139**CUSTOMER BILLING INFORMATION**

Billing Account Name	<u>Fernandlna Library</u>	City	<u>FERNANDINA BEACH</u>
Billing Name (3rd Party Accounts)	<u></u>	State	<u>FL</u>
Address 1	<u>25 N 4TH ST</u>	ZIP Code	<u>32034</u>
Address 2	<u></u>	Billing Contact Email	<u>dbostwick@nassaucountyfl.com</u>
Billing Contact Name	<u>Dawn Boswick</u>	Billing Contact Phone	<u>(904) 277-7365</u>
Tax Exempt?*	<u>No</u>	Billing Fax Number	<u></u>

\* If yes, please provide and attach tax exemption certificate.

**AGREEMENT**

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS VOICE SERVICE, I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE E911 NOTICE:

**E911 NOTICE**

Comcast Business Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice, Comcast must have the correct service address for the Voice Customer. If Voice is moved to a different location without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice (including 911) may fail altogether.
- Voice uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.
- Voice calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
- Comcast will need several business days to update a Customer service address in the E911 system. All change requests and questions should be directed to 1-800-391-3000. USE OF VOICE AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE.

4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

<b>CUSTOMER SIGNATURE</b>	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at <a href="http://business.comcast.com/terms-conditions/index.aspx">http://business.comcast.com/terms-conditions/index.aspx</a> .	
Signature:	<u>Dawn S. Boswick</u>
Print:	<u>Dawn S. Boswick</u>
Title:	<u>Library Director</u>
Date:	<u>3/5/2015</u>

<b>FOR COMCAST USE ONLY</b>	
Sales Representative:	<u>Tony Gilbert</u>
Sales Representative Code:	<u>7041</u>
Sales Manager/Director Name:	<u>Shavita P. Mobley</u>
Sales Manager/Director Approval:	<u></u>
Division:	<u>Central</u>
Lead ID:	<u>8519139</u>

**COMCAST  
BUSINESS**

**BUSINESS SERVICE ORDER AGREEMENT**

Account Name: Fernandina Library

ID#: 8519139

**COMCAST BUSINESS INTERNET CONFIGURATION DETAILS**

Transfer Existing Comcast.net Email	No	Equipment Selection	Customer Owned
Number of Static IPs*		Business Web Hosting	Yes

\* If 5 or more Static IPs are requested a STATIC IP JUSTIFICATION FORM is required.

**COMCAST BUSINESS TV CONFIGURATION DETAILS**

Outlet Details	Location	Outlet Type	Additional Comments:
Outlet 1 - Primary			
Outlet 2 - Additional			
Outlet 3 - Additional			
Outlet 4 - Additional			
Outlet 5 - Additional			
Outlet 6 - Additional			
Outlet 7 - Additional			
Outlet 8 - Additional			

OUTLETS 9 & UP	QUANTITY
Digital	
HDTV	
DTA	

**COMCAST BUSINESS VOICE CONFIGURATION DETAILS**

Phone #	Type	Voicemail	Customer Equipment
			Phone System Type ( Key System, PBX, Other)
			Phone System Manufacturer
			Fax Machine Manufacturer
			Alarm System Vendor
			Point of Sale Device
			Telco Closet Location
			<b>Hunt Group Configuration Details</b>
			Hunt Group Features Requested (Yes/No)
			Hunt Group Configuration Type
			Hunt Group Pilot Number

Toll Free #	Calling Origination Area	Associated TN

**Directory Listing Details**

Directory Listing (Published, Non-Published, Unlisted)	
Directory Listing Phone Number	
Directory Listing Display Name	
DA/DL Header Text Information	
DA/DL Header Code Information	
Standard Industry Code Information	

**Additional Voice Details**

Caller ID (Yes/No)	
Caller ID Display Name (max 15 char.)	
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	
Auto-Attendant (Yes/No)	No

**COMCAST  
BUSINESS**

**BUSINESS SERVICE ORDER AGREEMENT**

Account Name: Fernandina Library

ID#: 8519139

**COMCAST BUSINESS TOTAL SERVICE CHARGES**

Comcast Business					Selection(X)	Quantity	Unit Cost	Total Cost		
Installation Fee		X		\$49.00		\$49.00			Total Monthly Service Charge	\$109.95
Voice Activation Fee*									Promotional Code (if applicable)	
Auto-Attendant Setup Fee									Discount On Internet(if applicable)	10
Voice Jack Fee									Discount On Video(if applicable)	
Toll Free Activation Fee									Discount On Voice(if applicable)	
Directory Listing Suppression Fee										
									Total Discount	\$10.00

\* Per line activation fee, up to four (4) line maximum charge.

**Total Installation Charges:\*** \$49.00

**Total Recurring Monthly Bill:\*** \$99.95

\* Does not include Custom Installation Fees.

\* Applicable federal, state, and local taxes and fees may apply.

**GENERAL SPECIAL INSTRUCTIONS**

## Charlotte Young

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**From:** Dawn Bostwick  
**Sent:** Monday, April 13, 2015 1:18 PM  
**To:** Charlotte Young  
**Subject:** Fw: Questions  
**Attachments:** Fernandina Library-3 years.pdf; Hilliard Branch Library-3 years.pdf; Callahan Branch Library-3 years.pdf

Hello Charlotte,  
Please find below the information from our representative Anthony.

We do not have installed yet, we are aiming for 4/28.  
Thanks, Dawn

Dawn S. Bostwick, M.A.L.S., C.P.L.A.  
Library Director  
Nassau County Public Library System  
25 N. 4th St.  
Fernandina Beach, FL 32034  
904.548.4862  
fx 904.277.7366  
email [dbostwick@nassaucountyfl.com](mailto:dbostwick@nassaucountyfl.com)

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**From:** Gilbert, Anthony <[Anthony\\_Gilbert@cable.comcast.com](mailto:Anthony_Gilbert@cable.comcast.com)>  
**Sent:** Monday, April 13, 2015 11:18 AM  
**To:** Dawn Bostwick  
**Subject:** RE: Questions

Hi Dawn,

See reply in red below.

*Tony Gilbert*  
*Senior Account Executive*  
*Comcast Business Services*  
*904-339-1125 cell*  
*904-683-2320 fax*

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**From:** Dawn Bostwick [<mailto:dbostwick@nassaucountyfl.com>]  
**Sent:** Monday, April 13, 2015 10:28 AM  
**To:** Gilbert, Anthony  
**Subject:** Questions

Hello Anthony,  
We are working on completing the agreement with Comcast for business service.

886  
100

The electronic agreement you sent does not state 3 years, it just says minimum of 2 years. Please see page one top right term 36 months. Is there an automatic renewal? Yes, after the term the services are billed at rack rate (regular price/no discounts) unless you call in prior to the expiration date to renew. Renewal is not addressed in the agreement.

Also, will your company send over an original signed agreement first? Here are the signed agreement you signed via DocuSign.

Our contract dept says the official start date of the agreement will be the executed date. The install date official start date.

Thanks, Dawn

Dawn S. Bostwick, M.A.L.S., C.P.L.A.  
Library Director  
Nassau County Public Library System  
25 N. 4th St.  
Fernandina Beach, FL 32034  
904.548.4862  
fx 904.277.7366  
email [dbostwick@nassaucountyfl.com](mailto:dbostwick@nassaucountyfl.com)