

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** May 16, 2017

**Date Submitted:** April 24, 2017

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Tabitha D. Washington, Director of Library Services

**Subject:** Approval of Book Check and Detection Device Agreement with  
Bibliotheca/3M Library Systems

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### **Statement of Issue:**

This item seeks Board authorization of the annual service agreement for Book Check and Detection Devices to be provided by Bibliotheca/3M Library Systems for the William A. “Bill” McGill Library.

### **Background:**

The prevention of loss of library materials is essential to maintaining a public library collection. The Bibliotheca/3M Library Systems Book Check and Detection Devices have been utilized in the William A. “Bill” McGill Library since the opening of the library.

### **Analysis:**

The William A. “Bill” McGill Library currently uses the Bibliotheca/3M Library System Book Check and Detection Devices that are located near the entrance of the library, and circulation desk. The devices are used to detect when print and digital library materials, are not properly checked out. The detection device also serves as a patron counter. The devices are primarily used in preventing loss of library materials.

### **Fiscal Impact:**

The Bibliotheca/3M Library System’s Book Check and Detection Device allows the William A. “Bill” McGill Library to maintain its print and digital collection. The County will pay \$1,349.25 for the annual service agreement.

### **Options:**

1. Approve Book Check and Detection service agreement with Bibliotheca/3M Library Systems.
2. Do not approve.
3. Board direction.

**County Administrator's Recommendation:**

Option 1

**Attachment**

Bibliotheca/3M Library System's Service Agreement.

Bibliotheca, LLC - 3169 Holcomb Bridge Road, Suite 200 - Norcross, GA 30071

**Address**
 Gadsden County Public  
 732 S. Pat Thomas Parkway  
 Quincy, FL 32351  
 USA
**Ship-to Address**
 Gadsden County Public  
 341 East Jefferson Street  
 Quincy, FL 32351  
 USA

Date: 03.23.2017

**Invoice SI0025313-US**
 Customer No.: 0001404  
 Payment Terms: Net 90 days  
 Due Date: 06.21.2017  
 Shipping Conditions:

 Reference: EMAIL RNWL  
 Order No.: S023913-US  
 Salesperson: Unassigned

Pos.	No.	Description	Quantity	Unit Price	Amount
1	SUP000002-000	Annual Support & Maintenance	1	1,349.25	1,349.25
Contract Term: Jul 24, 2017 - Jul 23, 2018					
<b>Total USD Excl. Tax</b>					<b>1,349.25</b>
Tax Amount					0.00
<b>Total USD Incl. Tax</b>					<b>1,349.25</b>

## Service and Maintenance/Extended Warranty Quote

Quote Date: 03/20/2017  
Quote Number: QUO-54341-D7K9

**Licensee Bill To:**

Tabitha Washington  
341 East Jefferson Street  
Quincy FL 32351  
United States of America

twashington@gadscdencountyfl.gov  
Tel: (850) 627-7106

**System Licensee:**

Gadsden County Public  
Tabitha Washington  
341 East Jefferson Street  
Quincy FL 32351  
United States of America

**Sales Contact:** Contract Team

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

**Sales Email:** [Sales-US-Contracts@bibliotheca.com](mailto:Sales-US-Contracts@bibliotheca.com)

Contract Number: 3M-9951  
Contract Term: 7/24/17 - 7/23/18  
Renewal

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 2016-2017 Contract Term: Jul 24, 2017 - Jul 23, 2018	1	\$1,349.250	\$1,349.25

**Total**  
**(Less Sales Tax):** \$1,349.25

<b>Grand Total:</b>	\$1,349.25
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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 Number	Start Date	End Date	Price
Gadsden County Public Library	Detection System 2301BP	2310911	07/24/17	07/23/18	\$1,025.85
Gadsden County Public Library	Bookcheck 955	5063636	07/24/17	07/23/18	\$323.40

# 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.

For further details concerning the services offered under the different Bibliotheca service levels, please refer to our Service Level Brochure.

Submit Purchase Order by fax to 1-877-689-2269 or by email to sales-us-contracts@bibliotheca.com.

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

Accepted Date: \_\_\_\_\_

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