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SINGLE SOURCE AWARD **BID # SS-14097-23**

Subject: Renewal of Premium PLX Software Maintenance and Support

Department: Sheriff's Office

Description of Purchase: Recommend approval of single source award to Pen-Link, Ltd. for the renewal of Premium PLX Software Maintenance and Support for the covert electronic surveillance system used by law enforcement and intelligence agency. Period of service is from May 1, 2023 through April 30, 2024. Total not to exceed expenditure in the amount of $134,665.75.

Funding Source: 00111.552104.546620.000000.00000000.00000.0000000 – To be encumbered by Purchase Order

Single Source Award To: Pen-Link, Ltd.

Price Justification: See attachment

Total Award: $134,665.75 **Requisition #:** PSS-501026-23

Attachments: Agency Memo, Single Source Form, Vendor Letter and Quote

Certification as to Single Source: Larry Schmitt, Director of Police Services, JSO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

Jacksonville Sheriff's Office

T.K. Waters, Sheriff

Serve • Protect • Community

To: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Larry Schmitt
Director of Police Services

Subject: Single Source Award – Pen-Link, Ltd.

Date: April 4, 2023

The Jacksonville Sheriff's Office is requesting a single source award with Pen-Link, Ltd. for Renewal of PLX Software Maintenance & Support – Premium. The period of service is from May 1, 2023 through April 30, 2024. The not to exceed expenditure amount for the period is $134,665.75, from account 00111.552104.546620.000000.00000000. Attached is the single source form, the single source document from Pen-Link, Ltd., and their proposal. The request will be processed through a purchase order.

Please let me know if you need any additional information.

PENLiNK

Quote

Company Address	5944 Vandervoort Dr. Lincoln, Nebraska 68516 United States	Quote Number	00030427
		Created Date	3/16/2023
		Account Number	ACC-3604

Bill To:
711 Liberty St.
Jacksonville, Florida 32202
United States

Ship To:
United States

Prepared By	Shelley Sorensen	Expiration Date	4/30/2023
Freight Terms	FOB Origin	Payment Terms	Net 30

Quantity	Product Name	Sales Price	Discount Each	Total Price
1	PENPOINT 10-PACK	USD 6,560.00	USD 0.00	USD 6,560.00
1	PLX SOFTWARE MAINTENANCE AND SUPPORT - PREMIUM	USD 146,105.75	USD 18,000.00	USD 128,105.75

Subtotal	USD 152,665.75
Discount	USD 18,000.00
Tax	USD 0.00
Total Price	USD 134,665.75

Period of Performance: 5/1/2023 - 4/30/2024
Pen-Link will provide a system hardware refresh at the end of the fourth year if maintenance is not interrupted per LINCOLN engineering specifications.
Terms: 5/1/2022 - 4/30/2023

Pen-Link, Ltd, Maintenance and Support Terms and Conditions

1. Terminology

The following terms and definitions apply throughout this document.

1.1. Pen-Link Software. Pen-Link Software is software developed and manufactured by Pen-Link, Ltd.
1.2. Pen-Link Customer (also "Customer"). A Pen-Link Customer, or Customer, is any agency or other entity that has one or more current, valid Licenses for Pen-Link Software purchased from or through Pen-Link, Ltd.
Pen-Link, Ltd, Maintenance and Support Terms and Conditions
1.3. Basic Technical Support Package. Entitles our customers to normal business hours telephone support at Pen-Link, Ltd.s published number and/or assistance via e-mail.
1.4. Standard Maintenance and Support. Standard Maintenance is a Maintenance option that includes Software Updates, Software Upgrades, and Basic Technical Support as defined herein.

Pen-Link, Ltd is a U.S. - Based Small Business **DUNS: 195956636 / TIN: 47-0707585 / CAGE: 0K6H9**

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JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Jacksonville Sheriff's Office (JSO)
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	Annual renewal of subscription and hardware/software support for PenLink electronic surveillance system for law enforcement.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	PenLink is the sole provider of subscription, support and warranty for PenLink electronic surveillance systems.
4. Date of Request	3/17/2023

5. Summary of Market Research

We have researched the maintenance of PenLink and have not found any other authorized supplier to provide maintenance. It is customary for the sole manufacturer to not allow other suppliers to provide maintenance on their equipment.

6. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Other Sole Source Justification from Supplier

OFFICE OF THE SHERIFF
ORDER REQUEST FORM

Request For: ISM (Work Unit) | Support Services (Division) | Services (Dept.)

Requestor: Sgt. Jeffery Waddell (Name) | 63424 (ID #) | 630-7539 (Phone) | 3/16/2023 (Date)

Deliver To Location: 501 E. Bay St, Room 310, Jacksonville FL, 32202 ATTN Nancy Fraser

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	2023 Renewal PLX Software Maintenance & Support - Premium (PenLink)		1	$ 134,665.75	$ 134,665.75
2	Includes PENPOINT 10-Pack				
3	Maintenance Term: 5/1/2023 - 4/30/2024				
4					
5					
6	Prior PO# 639660-22				
7	Prior WO# 332670				
8					
9					
10	WO# 352893				
11					
12					
13					
14	Deliver to ISM Only				
15	End user is TSU/Organized Crime. Sgt. J.B. Waddell is primary contact.				
				TOTAL REQUEST	$ 134,665.75

Suggested Vendor: Penlink | Vendor Phone: 402-421-8857

Vendor Address / E-mail: Jaxpro Vendor #00016563

☐ Proprietary
☑ Sole Source

If Proprietary / Sole Source, attach appropriate form and letter from vendor.

Special funding to be used for this purchase?
☐ Loan Pool / Banking Fund
☐ Grant *
☐ Trust Fund *

* Enter name and # of Grant or Trust Fund

RECEIVED 2023 APR -4 PM 3:33 OFFICE OF THE SHERIFF BUDGET MGMT

Justification / Repetitive Request Authorization / Notes:

2023 Renewal of software used by Technical Support/Organized Crime Unit. Sgt. Waddell (630-7539) is primary contact.

Approvals:

1. A/C E. [illegible] — Signature | 64624 (ID #) | 3/17/23 (Date)
2. LC [illegible] — Signature | 6594 (ID #) | 4-4-23 (Date)
3. Dir [illegible] — Signature | 5174 (ID #) | 04/04/2023 (Date)
4. Signature | ID # | Date

Required approval level (per General Order 54):
$0 to $2,500 - Assistant Chief or higher
$2,501 to $5,000 - Chief or higher
$5,001 or more - Director or higher

Budget Office Use Only
Index ____ Subobject ____
Analyst ____ Date ____

1.5. Premium Maintenance and Support. Premium Maintenance is a Maintenance option that includes Software Updates, Software Upgrades, and Premium Technical Support as defined herein.
1.6. Software Update. A Software Update is an enhancement including additions, changes, and bug fixes to Pen-Link Software that is already in the applicable commercial market. Software Updates occur within the same major version number of an existing software product. For example, replacing Pen-Link v8.1.29.0 with Pen-Link v8.1.30.0 would constitute a Software Update. Such an update is often referred to as a New Build of the Pen-Link Software.
1.7. Software Upgrade. A Software Upgrade is the replacement of an older major version of an existing Pen-Link Software product or products, with a newer major version of a Pen-Link Software product or products, to the extent required to maintain the same operational functionality that was supported by the Pen-Link Software prior to the upgrade. For example, upgrading from Pen-Link Version 7 to Pen-Link Version 8 (where 8 is the newer major version) would constitute a Software Upgrade, so long as the installation of the newer version of the PenLink Software supported at least the same operational functionality that the Customer had under Pen-Link version 7. Upgrades do not apply to new software products that Pen-Link, Ltd. may release to the commercial market from time to time in the future.
1.8. Basic Technical Support (also "Basic Support"). Basic Technical Support is a Support option that includes telephone-based Technical Support for the Pen-Link Software licensed by the Customer. Basic Technical Support also includes assistance via email or other automated processes such that Pen-Link, Ltd. may deem fit to offer. Basic Technical Support may be obtained by contacting Pen-Link, Ltd. via its published, main telephone number (currently 402-421-8857), its general support email account (support@penlink.com), or its World Wide Web site (www.penlink.com). Basic Technical Support is available Monday through Friday, from 8:00 AM to 5:00 PM Central time, except for holidays.
1.9. Premium Technical Support (also "Premium Support"). Premium Technical Support is a Support option that includes all of the support services offered with Basic Technical Support (Section 1.8), plus Emergency After-Hours support for live communication interception and collection operations. Emergency After-Hours support services may be accessed through methods, including telephone access, that are provided to the customer at the time of purchase. Emergency After-Hours support services are available Monday through Friday, from 5:01 PM - 7:59 AM Central time and all day Saturday & Sunday, including holidays.
1.10. Maintenance and Support Agreement ("Agreement"). This Maintenance and Support Agreement is the Agreement between Pen-Link, Ltd. and the Customer regarding the terms and conditions under which the Maintenance and Support Services described in this document are purchased and provided.

2. Software

2.1. Maintenance is an optional service offered by Pen-Link Ltd. to augment a purchase of Pen-Link Software. Maintenance may be purchased by a Pen-Link Customer along with, or subsequent to, the purchase of Pen-Link Software.
2.2. Maintenance is offered only pursuant to a Maintenance and Support Agreement between the Customer and Pen-Link, Ltd.
2.3. Pen-Link, Ltd. offers two levels of Maintenance that a Customer may purchase: Standard Maintenance and Premium Maintenance, as defined in Sections 1.4 and 1.5 respectively.
2.4. Maintenance applies only to software developed and manufactured by Pen-Link, Ltd. Maintenance does not apply to software developed and manufactured by companies other than Pen-Link, Ltd. Unless otherwise specified in a separate, written agreement between Pen-Link, Ltd. and the Customer, to which Pen-Link, Ltd. is a signatory party, Maintenance does not include updates, upgrades, or bug fixes to, or new releases of, any third-party software or hardware purchased through Pen-Link, Ltd. or with the assistance of Pen-Link, Ltd. Support for third party software and hardware products bundled with Pen-Link, Ltd. licensed Pen-Link Software is available only according to the third-party manufacturer's support policies.
2.5. All Maintenance deliveries are subject to the terms and conditions of the applicable End User License Agreement EULA for the Licensed Software.

3. Technical Support ("Support")

3.1. Technical Support Support is an optional service offered by Pen-Link, Ltd. to support a Customer in the authorized use of licensed PenLink Software.
3.2. Support is offered only pursuant to a Maintenance and Support Agreement between the Customer and Pen-Link, Ltd.
3.3. Pen-Link, Ltd. offers two levels of Technical Support: Basic Technical Support and Premium Technical Support, as defined in Sections 1.8 and 1.9 respectively.
3.4. Pen-Link, Ltd. will make every reasonable attempt to answer a Customers Support questions and address a Customer s Support concerns. However, Support is offered on a good faith, diligent effort basis only, and Pen-Link, Ltd. may not be able to resolve every request for Support.
3.5. Technical Support is provided for ongoing, operational use of the licensed Pen-Link Software; Support is not intended to be a substitute for training or professional services necessary for the implementation or system redesign of the licensed Pen-Link Software, which are outside the scope of this agreement. All such services, including without limitation, training, on-site assistance, consultation, custom programming and other software customizations, network design, and database and network administration, may be provided pursuant to separate agreements with and by Pen-Link, Ltd.
3.6. Unless otherwise specified in a separate, written agreement between Pen-Link, Ltd. and the Customer, to which Pen-Link, Ltd. is a signatory party, Support is available only for the current and immediately preceding version of the licensed Pen-Link Software.

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Support for a previous version of Pen-Link Software is provided up to a maximum of eighteen (18) months after the release of the current version of software, provided that the Customer and Pen-Link, Ltd. are parties to a current Maintenance and Support Agreement.
3.7. Unless otherwise specified in a separate, written agreement between Pen-Link, Ltd. and the Customer, to which Pen-Link, Ltd. is a signatory party, Support does not include any of the following:
3.7.1. Support for database products or so-called DBMS or Database Management Systems, including without limitations, setup and alteration and/or configuration of such products, and resolution of errors related directly to such products.
3.7.2. Resolving network, workstation, or other environmental errors not directly related to the licensed Pen-Link Software. 3.7.3. Support for any licensed Pen-Link Software working on or with any version of any database, Database Management System, operating system, or other hardware or software product or system that is not specifically identified as interoperable and compatible with the specific version of the license Pen-Link Software being used.
3.7.4. Support for any alpha, beta, or other preproduction release of any software, including Pen-Link Software. 3.7.5. Support for any changes to Pen-Link Software made outside of the product s scope by a customer or by any third party. 3.7.6. Support for any licensed Pen-Link Software that is used for a purpose, or in a manner, for which it was not designed.

4. Terms and Conditions

4.1. Maintenance and Support Agreements are options made available by Pen-Link, Ltd. for a Customer to purchase.
4.2. Maintenance and Support Agreements are offered on an annual basis.
4.3. Unless otherwise specified in a separate, written agreement between Pen-Link, Ltd. and the Customer, to which Pen-Link, Ltd. is a signatory party, Maintenance and Support Agreements will renew automatically at the end of each annual term, provided that the Customer pays the applicable renewal fees.
4.4. Unless otherwise specified in a separate, written agreement between Pen-Link, Ltd. and the Customer, to which Pen-Link, Ltd. is a signatory party, a Customer s Maintenance and Support Agreement is to be paid at the start of each annual term.
4.5. Payment. The Customer will be invoiced prior to any annual Maintenance and Support term (initial or renewal terms). The Customer agrees to make payment to Pen-Link, Ltd. no later than thirty (30) days from the date of the invoice, unless otherwise agreed upon in writing. Unless otherwise instructed, the Customer will make payment directly to Pen-Link, Ltd.
4.6. Pen-Link, Ltd.s obligations hereunder are subject to the Customer s timely payment for Maintenance and Support. Failure of the Customer to pay fees in a timely manner for any term of Maintenance and Support may, at the sole discretion of Pen-Link, Ltd., result in the termination or suspension of Maintenance and Support services.
4.7. Lapses and Reinstatement. If a Customer s Maintenance and Support agreement terminates as a result of expiration or otherwise pursuant to this Agreement, and the Customer decides to reinstate the Agreement, the Customer will be required to pay the applicable Maintenance and Support fees for the lapsed period (the time elapsed between the Agreement expiring and subsequently being reinstated), plus a reinstatement fee equal to 10% of the fees for the lapsed period.
4.8. Taxes. The Customer is responsible for payment of all applicable taxes, value added taxes, or other taxes (however designated) related to the Maintenance and Support of the Licensed Software, unless otherwise agreed upon and stated in writing.
4.9. This Agreement will automatically terminate for each Licensed Pen-Link Software product upon termination of the EULA corresponding to such Pen-Link Software product.
4.10. The Customer may terminate this Agreement for Convenience, but the Customer will not be entitled to a refund of any paid fees in such an event.
4.11. Additional Orders. Orders by the Customer for additional Pen-Link Software products or additional licenses of Pen-Link Software products will increase the Customers Maintenance and Support fees under this Agreement.
4.12. We reserve the right to impose a convenience fee of 2.0% for credit card processing on amounts over $10,000.

5. Warranty and Liability Disclaimer

5.1. Pen-Link, Ltd. warrants that the Maintenance and Support services provided to the Customer under this Agreement shall be performed with due care, and in a professional and workmanlike manner. Pen-Link, Ltd. does not otherwise warrant the accuracy or completeness of any services provided pursuant this Agreement. PEN-LINK, LTD. DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, IN CONNECTION WITH THE SUBJECT OF THIS AGREEMENT. IN NO EVENT, UNDER ANY THEORY OF LAW, SHALL EITHER PARTY AND/OR ITS AFFILIATES BE LIABLE TO THE OTHER FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOST PROFITS AND/OR ITS AFFILIATES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PEN-LINK, LTD. S LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE PREPAID AND UNUSED PORTION OF THE CUSTOMER S MAINTENANCE AND SUPPORT FEES PAID TO PEN-LINK, LTD. PEN-LINK, LTD. SPECIFICALLY DISCLAIMS ALL RESPONSIBILITY FOR ANY SERVICES PROVIDED BY ANY PARTNER OR ANY OTHER THIRD PARTY.
5.2. It is the sole responsibility of the Customer to make and maintain adequate backup copies of software and data.
5.3. In no event will Pen-Link, Ltd. be responsible for lost data.

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6. Miscellaneous

6.1. Entire Agreement. This Agreement constitutes the entire Agreement between the Customer and Pen-Link, Ltd. related to the subject matter hereof, and additions or modifications shall be binding upon the parties only if the same shall be in writing and duly executed by the Customer and a duly authorized officer of Pen-Link, Ltd. The Licensed Pen-Link Software is licensed under a separate End User License Agreement (EULA) and professional services, if any, are provided under a separate professional services agreement. The terms and conditions of any Customer purchase order are only binding on Pen-Link, Ltd. if they are agreed to in writing by an authorized Pen-Link, Ltd. officer and in a document other than the purchase order.
6.2. Waiver. The waiver or failure of either party to exercise in any respect any right shall not be deemed a waiver of any further or future right.
6.3. Assignment. The Customer may assign this Agreement only in connection with a proper and valid assignment of the corresponding EULA to the extent permitted there under; provided that the Customer gives written notice of such assignment to Pen-Link, Ltd. Pen-Link, Ltd. may freely assign this Agreement to a purchaser of that portion of Pen-Link Ltd. s business to which this Agreement relates, to the surviving corporation in the event of a merger, and to any affiliate or third-party whom Pen-Link authorizes to provide Maintenance and Support for the Licensed Pen-Link Software of the nature contemplated hereby.

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PENLiNK

March 16, 2023

Pen-Link, Ltd. is the sole source provider of all PenLink Software Products, services (installation and training), maintenance, hardware and hardware configurations including PLX, Pen-Link Version 8.2 Product Suite, Xnet, and LINCOLN Administrative Software. We utilize no agents, dealers, or distributors. PenLink's products are proprietary and can only be purchased directly from PenLink, Ltd., which is located in Lincoln, Nebraska. Pen-Link's Federal Tax I.D. # is 47-0707585.

Sincerely,

SHELLEY SORENSEN | Territory Sales Manager
402.421.8857 office | 402.202.9546 cell
shelley@penlink.com