PROPRIETARY AWARD **BID # SP-0452-16**

Subject: Upgrade to Harris Software

Department: Clerk of the Circuit and County Court

Description of Purchase: Recommend approval to amend and increase the proprietary award with Harris Recording Solutions to provide additional services to include, automated export service and maintenance and additional training hours for the Harris Software in the amount of $17,500.00. Total revised estimated expenditure not to exceed $94,722.50.

To be funded and encumbered with state funds pursuant to F.S. 28.37(5) - 10% of all court-related fines collected by the clerk, except for penalties or fines distributed to counties or municipalities under s.316.0083(1)(b)3 or s.318.18(15)(a), shall be deposited into the Clerk's Public Records Modernization Trust Fund to be used exclusively for additional clerk court-related operational needs and program enhancements.

Proprietary Award To: Harris Recording Solutions

Price Justification: See Attached

Total Award: $94,722.50 **Requisition #** N/A

Attachments: Recommendation Memo, Vendor Quote and Previous Award

Certification as to Proprietary Source: Ronnie Fussell, Clerk of the Circuit and County Courts

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

ANALYST: Annette Burney

Gregory Pease, 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 _____

Clerk of the Circuit & County Courts
DUVAL COUNTY
JACKSONVILLE, FLORIDA 32202

RONNIE FUSSELL
CLERK OF THE CIRCUIT AND COUNTY COURT

September 27, 2016

To: Gregory Pease, Chief of Procurement

Thru: Krystal Watson, Chief Administrative Officer

From: Angel Brown, Special Assistant to the Clerk

Subject: Request to Increase Award SP-0452-16; Harris Recording Solutions

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The Clerk of the Circuit and County Courts is requesting approval to increase award SP-0452-16; Harris Recording Solutions.

The increase will include:

Automated Export Service	$10,000.00
Maintenance	$ 1,500.00
Additional Training Hours (40 hours @ $150.00 hr)	$ 6,000.00

The Clerk of the Circuit and County Courts has reviewed the proposed work order agreements and requests an increase of $17,500.00; total award $94,722.50.

Due to the funding source of state funds the clerk's office will process the change order and/or purchase order. For clarification of funding, the state funding is not from an annual appropriation from the state, but funds that all Clerk of the Court offices statewide retain to fund their office as authorized in FS 28.37(5).

Attached: Work order: Training hours
Work order: Automated Export Service

501 West Adams Street, Suite 2350
Jacksonville, Florida 32202
Telephone: 904-255-2097 Facsimile: 904-255-2157

Work Order Agreement
August 9, 2016
Contract Number 2016-DUV-002

THIS LICENSE AGREEMENT made as of the 9th day of August 2016, between **Duval County, Florida Clerk of Courts Office** located at 501 West Adams Street, Jacksonville, FL 32202 ("Purchaser") and **Harris Local Government Solutions, Inc.,** through its unincorporated **Harris Recording Solutions** division located at 851 Trafalgar Court Suite 160W, Maitland, FL 32751 ("Harris") confirms the purchase of the following licensed software products, customizations and / or services:

License Fee		
Description	**Terms**	**Price**
Automated Export Service		**$10,000.00**
License Subtotal		**$10,000.00**

Professional Services Investment			
Description	**Scope**	**Rate (hourly)**	**Fee***
HRS will provide Automated Export to Duval County including; 1. Data Plugging Definition files containing County export requirements 2. Automated Export Service 3. AiService.Live table configuration 4. File share for data and image dumps Duval County is solely responsible for FTP/Web Share site and maintenance and the moving data and images to their FTP/Web Share site.			Included

Total Project Investment		
Item		**Price**
		$10,000.00

Annual Maintenance		
Item		**Price**
Maintenance – Automated Export Service		**$1,500.00**

AGREEMENT TERMS AND CONDITIONS:

1. Definition

a. Software Applications. "Software Applications" are the computer programs explicitly listed above in the section titled "Software Product Licenses".

2. Payment Terms:

Order will be processed with the return of signed contract and an initial payment of 50% of the total software, professional services, hardware, and customizations as outlined above. Orders will not be processed until both of these two requirements are satisfied. The quote is subject to revision after 30 days or in the event the scope of the project is changed.

The remaining fees for the Software Applications shall be invoiced after delivery (CD-ROM or Electronic Transfer) to Purchaser and due thirty (30) days from the date of invoice.

License Transfer Fees, if applicable, shall be invoiced at the start of the project and due in thirty (30) days.

Professional Services and any applicable travel and lodging expenses, shall be billed monthly as the work is performed.

Unless otherwise noted all prices exclude all applicable taxes.

3. Delivery Media Type: CD-ROM or Electronic Transfer

4. Delivery Schedule:

The parties will agree upon an appropriate training, project, and delivery schedule based on, among other things, the modules in respect of which training is required and the skills and availability of both the Purchaser and Harris staff members.

5. Maintenance and Support Fees:

Maintenance and Support fees ("MSF") include all program updates, enhancements and general releases that Harris makes available to the Purchaser as part of its regular software maintenance program. MSF does not include fees for any third party licenses or Harris services that may be necessary to perform a third party license upgrade. MSF also includes access to the Harris support hot line.

The initial maintenance amount will be billed and due the earlier of sixty (60) days from the date of signing of the Agreement or the date which represents the Completion of Services. Harris reserves the right to change maintenance and support fees from time to time.

Subsequent years MSF shall be rendered at the beginning of each year in which services are to be furnished. Lapses in annual MSF will be monitored and will lead to denial of support, upgrade privileges and

termination of Licenses. In the event of a lapse, Purchaser will be subject to reactivation fees not to exceed 40% of the current annual MSF applied to each year of the lapse including partial year lapses plus the amount representing "the lapsed" MSF. The specific services provided by the technical support staff are outlined in the Harris Software Support Agreement Standard Guidelines.

6. Additional Customization(s):

The Purchaser and Harris have jointly reviewed the Software Applications and have determined that all items are adequate except as noted in the CUSTOMIZATIONS section. Additional customization(s) or report modifications not identified in this Agreement will be quoted as requested and billed at the hourly rate of $175.00. Customizations and/or report modifications requested one year or more from the date of this agreement will be billed at the then current Harris hourly rate. No additional customizations will be undertaken without prior agreement by both parties on cost, scope of functionality, and the impact on the project schedule.

Fifteen percent (15%) of any fees associated with any customization services will automatically be added to the Purchaser's MSF.

7. Professional Services:

Additional professional services are available on-site or via the telephone. Telephone work is billed at $175.00 per hour. On-site work is billed at $1400.00 per day plus travel, lodging and per diem expenses. Work performed one year or more from the date of this agreement will be billed at the then current Harris rates. Help line support does not include training. New employees must be trained by Purchaser or by making arrangements with Harris.

In the event, Purchaser wishes to schedule any professional services on a Saturday; there is a $350 surcharge.

Application consulting and setup services may include but are not limited to: software installation, configuration, data validation, system setup, system balancing, interface setup, interface testing, process training, application training and business requirements gathering.

8. Travel and Lodging Expenses:

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty dollars ($50) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred dollars ($100) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

9. Grant of License

Harris hereby grants Purchaser a nontransferable, nonexclusive, nonrefundable license under the terms of this Agreement to use the Software Applications on its equipment subject to the following:

a. The Purchaser may not sublicense, rent, lease or assign the Software Applications.

b. No license is given to Purchaser for the source code to the Software Applications. The Purchaser is expressly prohibited from reverse engineering, decompiling, or disassembling the Software Applications or from creating a derivative or modified copy of the Software Applications.

c. Initial delivery of the Software Application shall be COTS ("Commercial off the shelf"). Purchaser is not relying upon any future product future product availability or functionality upon entering into the payment obligations under this Agreement

10. Performance by Customer

(a) Co-operation by Purchaser -- The Purchaser acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Purchaser and its staff and agrees to act reasonably and co-operate fully with the Consultant to achieve the Completion of Services.

(b) Required Programs. The Purchaser acknowledges that if the use of the Software requires that the Purchaser obtain and install additional software programs, then the Purchaser agrees that the acquisition of the additional software programs shall be at its sole cost and that the cost thereof is not included in the fees herein. The Purchaser further acknowledges that the operation of the Software requires the Purchaser's hardware to be of sufficient quality, condition and repair, and the Purchaser agrees to maintain its hardware in the appropriate quality, condition and repair at its sole cost and expense, in order to facilitate the achievement of Completion of Services.

(c) Project Manager -- The Purchaser shall appoint a project manager who shall work closely with Harris Staff to facilitate the successful completion of the implementation process and who shall be responsible for supervising the staff of the Purchaser and their co-operation with and participation in such process.

11. Warranty Disclaimer

Harris does not make, and hereby disclaims, any and all express and/or implied warranties regarding the services or any material provided by Harris to Purchaser pursuant to this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice. Further, Harris does not warrant that the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently

covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.

It is acknowledged by the parties hereto that the Hardware provided by Harris to Customer pursuant to this Agreement was manufactured and delivered to Customer by a third party manufacturer and Harris is reselling it to Customer. As such, Customer makes no warranties, express or implied, with respect to the Hardware, including, without limitation, their merchantability or fitness for a particular purpose. Any warranty Customer has with respect to the Hardware shall be solely provided by the manufacturer(s)."

12. Limitations on Liability

Purchaser agrees that Harris' liability hereunder for damages, regardless of the form of action, shall be limited to actual direct damages and shall not exceed the charges hereunder paid by Purchaser to Harris. Purchaser further agrees that Harris will not be liable for any other damages including consequential, incidental, special, exemplary damages, lost profits, failure to realize anticipated savings, data loss, loss of goodwill, business opportunities or reputation, economic loss or for any claim or demand by any third party, except a claim for patent or copyright infringement with respect to Licensed Software.

13. Change Order Process

With respect to any proposed changes to the Services defined by this Agreement, the parties will cooperate in good faith to execute Change Orders in respect thereof, and will not unreasonably withhold approval of such proposed changes. If either party causes or requests a change in the allocation of the resources of Harris applied to a task, changes in completion schedules for individual tasks or for overall implementation, and changes in staffing that require Harris to provide additional work hours, Harris may propose a change to cover the additional work effort required of it. Approval of any such proposed changes will not be unreasonably withheld (it being acknowledged that any such material changes may require modifications to the consideration paid, and timelines governing, the Services), and any disputes regarding changes shall be handled initially by discussions between the parties which will be convened in good faith by the parties to resolve any such matters in dispute.

The following individuals are authorized to sign off on change orders on the Purchaser's behalf:

Name: _____ Title: _____

Duval County Contact

The following individuals are authorized to sign off on change orders on Harris's behalf:

Gregg Merlihan	Executive Vice President
Amir Haghighi	Vice President, Professional Services

14. Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, any Professional Services rendered and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris' then current schedule permits. Harris is not responsible for any delay in Purchaser's project resulting from Purchaser's cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.

15. Governing Law; Venue

This Agreement shall be governed by the substantive and procedural laws of the State of Florida. Purchaser hereby agrees to submit to the exclusive jurisdiction of, and venue in, the courts in the State of Florida in any dispute arising out of or related to this agreement.

16. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Duval County, Florida

By:_____ Date:_____

Title:_____

Harris Recording Solutions

By:_____ Date:_____

Title:_____

HARRIS
RECORDING SOLUTIONS

Work Order Agreement
August 23, 2016
Contract Number 2016-DUV-003

THIS LICENSE AGREEMENT made as of the 23rd day of August 2016, between **Duval County, Florida Clerk of Courts Office** located at 501 West Adams Street, Jacksonville, FL 32202 ("Purchaser") and **Harris Local Government Solutions, Inc.,** through its unincorporated **Harris Recording Solutions** division located at 851 Trafalgar Court Suite 160W, Maitland, FL 32751 ("Harris") confirms the purchase of the following licensed software products, customizations and / or services:

Description	Scope	Rate (hourly)	Fee*
Additional Training Hours	40 hrs	$150.00	**$6,000.00**

Item	Price
	$6,000.00

AGREEMENT TERMS AND CONDITIONS:

1. Definition

a. Software Applications. "Software Applications" are the computer programs explicitly listed above in the section titled "Software Product Licenses".

2. Payment Terms:

Order will be processed with the return of signed contract and an initial payment of 50% of the total software, professional services, hardware, and customizations as outlined above. Orders will not be processed until both of these two requirements are satisfied. The quote is subject to revision after 30 days or in the event the scope of the project is changed.

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Professional Services and any applicable travel and lodging expenses, shall be billed monthly as the work is performed.

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3. Delivery Media Type: CD-ROM or Electronic Transfer

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or a holiday, or is at the purchaser's office on a holiday, one hundred dollars ($100) per day will be charged to cover meals and incidentals.

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the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.

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Name: _____ Title: _____

Duval County Contact

The following individuals are authorized to sign off on change orders on Harris's behalf:

Gregg Merlihan	Executive Vice President
Amir Haghighi	Vice President, Professional Services

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16. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Duval County, Florida

By:_____ Date:_____

Title:_____

Harris Recording Solutions

By:_____ Date:_____

Title:_____

PROPRIETARY AWARD **BID # SP-0452-16**

Subject: Upgrade Current Software

Department: Clerk of the Circuit and County Court

Description of Purchase: Recommend approval of Proprietary award to Harris Recording Solutions to upgrade the current software utilized in the Clerk of the Circuit and County Court. Total estimated expenditure not to exceed $77,222.50.

Funding for this award will be provided by FS 28.37(5).

Proprietary Award To: Harris Recording Solutions

Price Justification: See Attached

Total Award: $77,222.50 **Requisition #** N/A

Attachments: Proprietary Form, Agency Memo, Vendor Quote

Certification as to Proprietary Source: Ronnie Fussell, Clerk of the Circuit and County Courts

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

ANALYST: Katherine Nasworthy

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 3/24/16

ACTION OF AWARDING AUTHORITY

DATE: 3/24/16

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

FORM GB-114, Revised 12/2007

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05