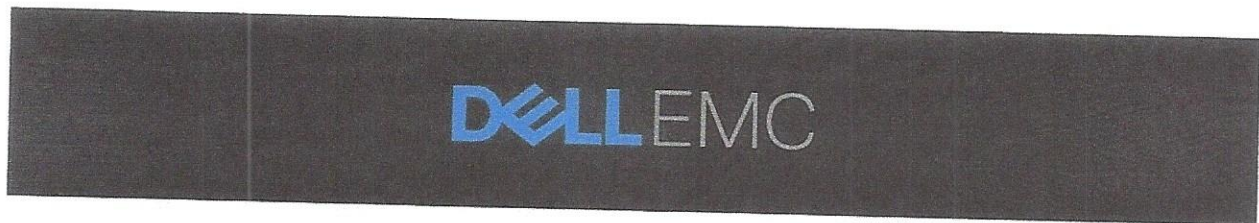


Tentative August 19, 2020 Board Vouchers

#	Vendor	For	Amount
1	Dell	Computer Licenses	36,737.29
2	DriveHQ	Cloud Storage	1,800.00
3	Holling Metal Edge	HC Supplies during FY21	1,000.00
4	Hoover, Brian	HC: Memoir Writing Class	900.00
5	Independent Hardware	PO to close 20004967 wk partly completed	8,274.00
6	N/A	HC Webcam	150.00
7	N/A	Dumpster	800.00
8	North East Document Conservation Center	HC Digitization Project	5,783.13
9	State of CT	CEN: Internet Access (4) locations	16,000.00
10	Your Plumber	Invoice #2900 Plumbing issues at Burroughs	457.20
			\$ 71,901.62
	Non-Levy		
11	World Archives	FY19 Invoice #102247 & FY20 265866B	\$ 4,885.33
			71,901.62
			4,885.33
			\$ 76,786.95

Dell
Laming

From: Scott_Laming@Dell.com
Subject: Your Dell Quote 3000065986301.1
Date: Jul 31, 2020 at 9:52:41 AM
To: Elaine Braithwaite ebraithwaite@bridgeportpubliclibrary.org



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Your quote details appear below, also a complete summary of your items can be found in the attachment. Just reply to this email when you're ready to proceed with your order. Thanks for Shopping with Dell!

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000065986301.1	Sales Rep	Scott Laming
Total	\$36,737.29	Phone	(800) 456-3355, 5131187
Customer #	<u>110470296</u>	Email	Scott_Laming@Dell.c om
Quoted On	Jul. 31, 2020		
Expires by	Aug. 30, 2020	Billing To	ACCOUNTS PAYABLE BRIDGEPORT PUBLIC LIBRARY 925 BROAD ST BRIDGEPORT, CT 06604-4812

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Scott Laming

Product	Unit Price	Qty	Subtotal
VLA OFFICE STD 2019 ENG MOLP NL	\$289.27	127	\$36,737.29

LICGOV

Elaine Baskin

Subtotal: \$36,737.29

Shipping: \$0.00

Non-Taxable Amount: \$36,737.29

Taxable Amount: \$0.00

Estimated Tax: \$0.00

Total: \$36,737.29

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

CONNECT WITH DELL:



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Events



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Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are

subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.

pdf

US_QUOTE...6301.1.pdf

49 KB

2, 11

Drive Headquarters - Service Invoice

Invoice Date: Aug 14, 2020
Customer name / contact: Jay Aiken
925 Broad St, Bridgeport
Phone: 203-576-7400
Email: jaiken@bridgeportpubliclibrary.org
Account Username: jaiken

Account Type: Enterprise Cloud IT Service with 200GB + 20 users

Invoice Number: 37536092-008

Annual Fee: \$ 599.90

Total Amount Due: \$ 599.90

Dear Bridgeport Public Library (jaiken):

Above is your DriveHQ service invoice for the service period from Oct 8, 2020 to Oct 7, 2021. Please make a payment online for the specified amount ASAP. To make a payment, please log on to www.drivehq.com, click on My Account, then click on Deposit. **If you wish to pay by company check or other form of payment, please read below for further instructions.**

We appreciate your business. If you have any questions about our service, please feel free to contact us at support@drivehq.com or call us at 800-836-0199.

Thank you and best regards,

Team DriveHQ.com

Payment Methods:

You can pay by:

- Credit Card
- PayPal (PayPal also supports credit cards and e-checks; PayPal account is not required)
- Company checks (\$150 or more)
- Bank Wire, EFT. (\$150 or more)

For payment by credit card or PayPal, log on www.drivehq.com, go to My Account and click Deposit. You do not need to register for a PayPal account to use "Pay by PayPal". "Pay by PayPal" supports credit cards and e-checks. Payment by company check or bank wire/EFT must amount to over \$150. **Checks must be issued in U.S. dollars (\$) and made payable to Drive Headquarters.**

Credit Card Form:

Billing Information (Must match information on your credit card statement)

Cardholder's name:

Credit card type: Visa: ___ MasterCard: ___ American Express: ___ Discover: ___

Card number: _____ Card Code (3-4 digits): _____

Expiration date: _____ / _____ (MM/YYYY)

Billing address:

City, state, zip code, country:

Telephone Number (required*):

Authorized Signature: _____

Date: _____

Scan the completed form and e-mail it to support@drivehq.com.

You can also mail the form or check to:

Drive Headquarters Inc.
2551 San Ramon Valley Blvd, Suite 213
San Ramon, CA 94583.

Bank Wire/ACH Info:

Bank name: Bank of America

Account number: 06226 42626, (Routing number: 121000358)

Account name: DriveHQ (Drive Headquarters)

Bank SWIFT code: BOFAUS3N

Bank branch and address:

Bank of America, 200 The Pruneyard, Campbell, CA 95008, USA

Please make sure to email us about your wire so that we can credit your account promptly.

202

Drive Headquarters - Service Invoice

Invoice Date:	Aug 14, 2020
Customer name / contact:	Sylvia Boyd Bridgeport Public Library Phone: 203-576-7400 Email: hclibrarian@bridgeportpubliclibrary.org Account Username: hclibrarian
Account Type:	Enterprise Cloud IT Service with 2TB Storage
Invoice Number:	49582547-005
Annual Fee:	\$ 1,200
Past Due Balance :	\$ 0.00
Total Amount Due:	\$ 1,200

Dear Bridgeport Public Library:

Above is your DriveHQ service invoice for the service period from Oct 2, 2020 to Oct 1, 2021. Please make a payment online for the specified amount ASAP. To make a payment, please log on to www.drivehq.com, click on My Account, then click on Deposit. **If you wish to pay by company check or other form of payment, please read below for further instructions.**

We appreciate your business. If you have any questions about our service, please feel free to contact us at support@drivehq.com or call us at 800-836-0199.

Thank you and best regards,

Team DriveHQ.com

Payment Methods:

You can pay by:

- Credit Card
- PayPal (PayPal also supports credit cards and e-checks; PayPal account is not required)
- Company checks (\$150 or more)
- Bank Wire, EFT. (\$150 or more)

For payment by credit card or PayPal, log on www.drivehq.com, go to My Account and click Deposit. You do not need to register for a PayPal account to use "Pay by PayPal". "Pay by PayPal" supports credit cards and e-checks. Payment by company check or bank wire/EFT must amount to over \$150. **Checks must be issued in U.S. dollars (\$) and made payable to Drive Headquarters.**

Credit Card Form:

Billing Information

(Must match information on your credit card statement)

Cardholder's name:

Credit card type: Visa: ___ MasterCard: ___ American Express: ___ Discover: ___

Card number: _____ Card Code (3-4 digits): _____

Expiration date: _____ / _____ (MM/YYYY)

Billing address:

City, state, zip code, country:

Telephone Number (required*):

Authorized Signature: _____

Date: _____

Scan the completed form and e-mail it to support@drivehq.com.

You can also mail the form or check to:

Drive Headquarters Inc.

2551 San Ramon Valley Blvd, Suite 213

San Ramon, CA 94583.

Bank Wire/ACH Info:

Bank name: Bank of America

Account number: 06226 42626, (Routing number: 121000358)

Account name: DriveHQ (Drive Headquarters)

Bank SWIFT code: BOFAUS3N

Bank branch and address:

Bank of America, 200 The Pruneyard, Campbell, CA 95008, USA

Please make sure to email us about your wire so that we can credit your account promptly.



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- Barrier Board, Corrugated Board, Folder Sheets, Polyester & Vivak®
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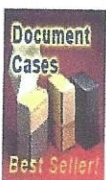
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For History Center purchased Specialty Products



ORIGINAL

Purchase Order

(5)

Fiscal Year 2020

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20004967-00**

Delivery must be made within doors of specified destination.

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BRIDGEPORT CT 06604
203-576-7777

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				3816		JOHN SOLTIS	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
10/17/2019	115485				BRIDGEPORT PUBLIC LIBRARY		
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	BID#1905-003 PUSH BUTTON LOCKS BID #1905-003 (14) PUSH BUTTON LOCKS FOR BURROUGHS-SADEN MEMORIAL LIBRARY INCLUDES INSTALLATION, ONE BID RESPONSE, PO 19016482-CLOSED (\$7434)+ \$840 FOR ADDITIONAL HARDWARE REQUIRED DUE TO THE AGE OF THE DOORS. 01 -07-180-700-701-56045 - \$8,274.00 PO ISSUED FY19 NOW CLOSED 19016482-00 ADDITIONAL HARDWARE NEEDED, DOORS ARE VERY OLD. THIS WAS A REQUEST BY THE FIRE MARSHALL.			8274.0	EACH	\$1.000	\$8,274.00

DEPARTMENT COPY

PO Total **\$8,274.00**



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Bridgeport History Center
Bridgeport Public Library
925 Broad Street
Bridgeport, CT 06604

July 27, 2020
Project # 20-117_I

Elizabeth Van Tuyl,
evantuyl@bridgeportpubliclibrary.org
(203) 576-7400 x7

PROJECT DESCRIPTION

NEDCC is proposing to support the Bridgeport Public Library in the digital conversion of a collection. Below is an inventory of the collection:

Inventory of Collection	Units	Indexes
Collection Name Goes Here		
35mm Slides	179	179
Glass Plate Negatives 8 x 10 and smaller	27	27
Photographic Prints - 8" x 10"; 10" x 8" or less	1000	
Photographic Prints - 11" x 17"	63	
Photographic Prints - 11" x 17" to 16" x 20"	11	
Photographic Prints - 16" x 20" to 24" x 30"	8	
Photographic Prints - 24" x 30" to 30" x 40"	10	
Total Images	1298	206

Scanning Specifications

The strategy for this collection will be to digitize the materials and provide images and some metadata on hard drives for upload to the client's content management system.

Transportation of Collection

NEDCC's drivers in a company vehicle will pick up the archival collection to be digitized. Upon the arrival of the shipment at our Andover, MA facility, a property receipt will be prepared and a copy mailed to you for your records. This report will describe the collection received, the range of the collection, and the number of containers related to the collection.

Digitization

NEDCC is proposing to produce the following from each item:

1. Master Files –

- a. 35mm Slides - Master files will be uncompressed TIFF images, captured at 3600dpi, in 24-bit color, with estimated file sizes of 60-90MB.
- b. Photographic Prints - Master files will be uncompressed TIFF images, captured at 600dpi, in 24-bit color, with estimated file sizes of 60-280MB.
- c. Glass Plate Negatives - Master files will be uncompressed TIFF images, captured at 600 – 2400dpi depending upon size of glass plate, in 24-bit color, with estimated file sizes of 60-200MB.

Digital Back: Phase One; Adobe RGB 98 colorspace applied.

2. Access files will be JPEG format scaled as needed to provide images equivalent to a photographic print at 600dpi.
3. Cropping
 - a. 35mm slides – Full Frame with ‘rounded corners’ as present in the slide.
 - b. Photographic Prints – Library of Congress – all edges visible
 - c. Glass Plate Negatives – Modified Library of Congress – all edges of the image visible, but edges of glass may or may not be visible.
4. Compressed air will be used to clean any loose dust off the slides, negatives, photographic prints prior to scanning. It is understood by all parties that some dust may be evident in the scans.
5. Digital ‘dust removal’ may be elected upon completion of the project for an additional fee for some of the images. NEDCC will deliver a standard QC spreadsheet to allow the client to make notes about which slides may need cleanup services. Digital cleanup is charged at \$50 per hour.
6. **Image Delivery, Approval, Materials Return**
 - a. **Archival Image Delivery** and approval - Images will be delivered for approval on swappable hard drives. These drives will remain the property of NEDCC and must be returned to us in good working order. At the conclusion of the project, a new set of client drives for you to keep will be prepared and shipped to you.
 - b. **Approval** – Once you approve the images, we will create your final drive, the drive for backup storage in our vault, and all other digital copies that reside on NEDCC servers will be deleted.
 - c. **Storage Media Set** - This proposal includes secure storage at NEDCC of a complete set of digital media to aid you in disaster planning and future digital upgrade or migration projects.
 - d. **Materials Return** - Original materials will be returned after acceptance of the digital files and payment for the project.

Collection Notes

Any available finding aid to the collection will be given to NEDCC staff in a digital form for use in metadata creation.

Qualitative Methods

A 100% quality assurance will be performed on all TIFF image files. This quality assurance phase will include the evaluation of the overall quality and integrity of each image file. Any files that do not meet overall image quality requirements, will be noted, rescanned, and reinserted into the stream of existing image files.

NEDCC staff reviews the following when performing a standard quality control inspection:

- Each image is checked to ensure that it has a correct image filename (unique identifier) based on the file naming convention for the project, and that it has been scanned at the appropriate unenhanced dpi for each image type (master and access)

- Images are checked to ensure that they are oriented properly, whether landscape or portrait, and not skewed, rotated or flipped.
- Images are checked to ensure that they are neither too light nor too dark, that appropriate contrast exists within the image, and that there is no distortion or 'stretching' of the image.
- The appropriate indexing terms are associated with the scanned image
- All monitors at NEDCC are calibrated regularly as a result of the color scanning performed daily. The digital studio does not have any exterior windows, and only full spectrum, daylight corrected bulbs are utilized in our lighting to ensure controlled viewing conditions for quality assurance operators.
- NEDCC utilizes several image viewers to evaluate images including Adobe Photoshop CS2, Adobe Bridge, Kofax, and ACDSee. The image viewer chosen to view and evaluate images is always different from the viewer used in scanning the images. This allows for an additional quality control check and a verification of the scanning dpi independent of the original scanning software utilized.

Directory Structure

A directory structure and naming convention must be determined in order to facilitate creation of a set of archival TIFF images. Below we have provided a sample directory structure and naming convention. Project discussions may lead to an alternate naming convention and/or directory structure.

Archival Media Set

DIR: Bridgeport Public Library_Photo_Collection

Dir: Metadata

Filename: Metadata.xls
Metadata.txt

Dir: Box 005_Folder_016

Filename: Box_005_Folder_016_Item_001.TIF
Box_005_Folder_016_Item_002.TIF
Box_005_Folder_016_Item_003.TIF, etc.

Access Media Set

Dir: Bridgeport Public Library_Photo_Collection

Dir: Metadata

Filename: Metadata.xls
Metadata.txt

Dir: Box 005_Folder_016

Filename: Box_005_Folder_016_Item_001.JPG
Box_005_Folder_016_Item_002.JPG
Box_005_Folder_016_Item_003.JPG, etc.

Storage Media Set

We have also included a duplicate set for secure storage at NEDCC in this project. This will facilitate disaster planning and future migration or text search upgrade projects.

Metadata

File metadata regarding the scanning process will be attached to the TIFF image file using XMP in Adobe Photoshop. This may include: scan date, image number and filename, scanner make and model, name of the scanning operator, scanning resolution.

NEDCC staff will be responsible for associating each scanned image with an accession number. All other metadata for the project is yet to be determined, and pricing does not include additional metadata services at this time. This can be revised as the definitions for the finding aids are refined.

Typical metadata we provide for similar projects often follows a Dublin Core standard. For example:

- Date of Original –YYYY-MM-DD
- Location – Syracuse, NY
- Language -- English
- Format of Original – 8 x 10 Photographic Print, Color.
- Publisher.Digital: Bridgeport Public Library
- Holding.Institution: Bridgeport Public Library Archives
- Contact Information: Archives contact info and html link goes here
- Rights – Your rights statement goes here.
- Date of Digital – 2006-03-16
- Format of Digital: Archival 24-bit color uncompressed TIFF; Access JPEG
- General Technical Data – Metadata regarding the scanning process. This may include: scan date, image number and filename, scanner make and model, name of the scanning operator, scanning resolution.

Schedule

NEDCC will collaborate with the Client to determine an appropriate schedule for the project. The schedule below is strictly for illustrative purposes.

This project will require 8-12 weeks for completion.

**Estimate of Services to be Provided for
Bridgeport Public Library**

Customer: Bridgeport Public Library			No. of	
Digitization Services	Unit	Price Per	Units	Extension
Hard Drive Delivery				
Collection Name Goes Here				
35mm Slides	3600dpi	\$1.20	179	\$214.80
Glass Plate Negatives 8 x 10 and smaller	600-1200	\$6.95	27	\$187.65
Photographic Prints - 8 " x 10"; 10" x 8" or less	600dpi	\$2.40	1000	\$2,400.00
Photographic Prints - 11" x 17"	600dpi	\$4.87	63	\$306.81
Photographic Prints - 11" x 17" to 16" x 20"	600dpi	\$4.87	11	\$53.57
Photographic Prints -16" x 20" to 24" x 30"	600dpi	\$67.00	8	\$536.00
Photographic Prints - 24" x 30" to 30" x 40"	600dpi	\$143.96	10	\$1,439.60
100% QC; hand cropping as needed		\$0.00		Included
Derivative JPEG full resolution		\$0.05	1298	\$64.90
Filenaming/Indexing - Vol Title + 1 field		\$0.10	1298	\$129.80
Standard Technical Metadata				Included
Media - Archival TIFF & Access Images	2 TB	\$100.00	1	\$100.00
Media - Archival TIFF & Access - Storage Set	2 TB	\$100.00	1	\$100.00
Hudson Secure Storage - 1 year	2 TB	\$20.00	1	\$20.00
Media - Hard Drive Transfers for Image approval		\$30.00	1	\$30.00
Pickup and Delivery of Original Materials	trip	\$100.00	2	\$200.00
Total Digitization Cost				\$5,783.13

Note: Costs for packing materials, packing time (if requested), UPS, and other incidentals will be added to the invoices as needed.

Special Handling Charges – Occasionally a project involves special handling because of unanticipated difficulties with the materials, requests for additional metadata, or changes to directory structure or filenaming. Special Handling charges will be added to invoices as needed at a rate of \$24 per hour in these cases.

General Information Regarding Digital Preservation Projects

Qualitative Methods

A 100% quality assurance will be performed on all TIFF image files. This quality assurance phase will include the evaluation of the overall quality and integrity of each image file. Any files that do not meet overall image quality requirements, will be noted, rescanned, and reinserted into the stream of existing image files.

Image Approval

NEDCC usually requires notification of the acceptance or rework request from the institution within 30 days after the receipt of the image files. Upon notification of acceptance, all digital copies that reside at NEDCC will be destroyed, unless otherwise requested by the Library. Original materials will be returned after acceptance of the digital files.

Standard File Metadata

Metadata regarding the scanning process will be attached to the TIFF image file using XMP in Adobe Photoshop. This may include: scan date, image number and filename, scanner make and model, name of the scanning operator, scanning resolution.

Terms & Conditions

It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**


Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling and insurance, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC.** Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address.

CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$ [redacted]. Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on the project for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to digitize and/or treat the above object(s). It is acknowledged that the undersigned has read and understands the proposal and all terms and conditions herein.

Owner or Authorized Agent	Date
	July 27, 2020
Terrance D'Ambrosio, Director of Imaging Services, NEDCC	Date

P.O.# required? Yes _____ No _____ # _____

(10) Adj.

Invoice

Your Plumber
New England Plumbing & Heating LLC
909 Success Avenue
Stratford, CT 06614
PH: 203-336-5725 FAX: 203-377-4130

Date	Invoice #
7/15/2020	2900

Bill To
Bridgeport Public Library 925 Broad Street Bridgeport Ct.06604 Att: Sara Santos

Job Location
925 Broad St.

P.O. No.	Terms	Rep
	Due on receipt	

Quantity	Description	Amount
	Shut down water supply and remove and replace 4 angle stops and supply tubes to 2 sinks	380.00
	Remove and replace a toilet seat	
	Snake bathroom sink drain	
	Job Materials and Supplies	77.20

Customers will incur all collection costs for overdue or unpaid balances.	Subtotal	\$457.20
	Sales Tax (6.35%)	\$0.00
	Total	\$457.20
	Payments/Credits	\$0.00
	Balance Due	\$457.20

INVOICE #

102247



PAST DUE

World Archives
P.O. Box 442
Keosauqua, IA 52565

accounting@worldarchives.com
<https://worldarchives.com/>

BILL TO ADDRESS:

**Bridgeport Public Library
Attn: Sara Santos
925 Broad St
Bridgeport, CT 06604-4812**

SHIP TO ADDRESS:

**Bridgeport Public Library
Attn: Sara Santos
925 Broad St
Bridgeport, CT 06604-4812**

PURCH. ORD#	INVOICE DATE	TERMS	REP	DUE DATE	NEWSPAPER		
	7/2/2019	Net 30	JL	8/1/2019			
ITEM	DESCRIPTION			NEWSPAPER DATES	QTY	RATE	AMOUNT
Access	Access.NewspaperArchive.com					3,664.00	3,664.00

Please remit to World Archives at above address.

Invoice Total USD 3,664.00

Balance Due USD 3,664.00

INVOICE #

265866B



World Archives
P.O. Box 442
Keosauqua, IA 52565

accounting@worldarchives.com
<https://worldarchives.com/>

BILL TO ADDRESS:

**Bridgeport Public Library
925 Broad St
Bridgeport, CT 06604-4812**

SHIP TO ADDRESS:

**Bridgeport Public Library
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Bridgeport, CT 06604-4812**

PURCH. ORD#	INVOICE DATE	TERMS	REP	DUE DATE	NEWSPAPER			
	7/31/2020	Net 30	MRC	8/30/2020				
ITEM	DESCRIPTION				NEWSPAPER DATES	QTY	RATE	AMOUNT
Access	Access.NewspaperArchive.com Oct 1, 2019 - Feb 6, 2020 World Collection						1,221.33	1,221.33

Please remit to World Archives at above address.

Invoice Total USD 1,221.33

Balance Due USD 1,221.33