

2022 HOLIDAY SCHEDULE

HOLIDAY	ADMIN	AFSCME 1912 & 1883	ATU	BAPA	CSEA	CSEA LIBRARY	BCSLEOA	<u>2012**</u>
New Year's Day* (Observed) Friday, 12/31/21	H	H		H	H		H	H
New Year's Day* 01/01/22 Saturday			H			H		
Martin Luther King, Jr. Day 01/17/22 Monday	F	F	F	F	F		F	H
Lincoln's Birthday 02/12/22 (Observed) Fri 2/11/22)	F	F	F	F	F		F	H
Washington's Birthday* 02/21/22 Monday (PRESIDENTS' DAY)	F	F	F	F	H	H	F	H
Memorial Day* 05/30/22 Monday	H	H	H	H	H	H	H	H
Independence Day* 07/04/22 Monday	H	H	H	H	H	H	H	H
Labor Day* 09/05/22 Monday	H	H	H	H	H	H	H	H
Columbus Day 10/10/22 Monday	F	H(Highway) F(All others)	F	F	F		F	H
Election Day 11/08/22 Tuesday	F	H(Highway) F(All others)	F	F	F		F	H
Veteran's Day* 11/11/22 Friday	H	F(SWM) H(All others)	F	H	H	H	H	H
Thanksgiving Day* 11/24/22 Thursday	H	H	H	H	H	H	H	H
Day after Thanksgiving* 11/25/22 Friday	H	F(SWM) H(all others)	F	H	H	H	F	H
Christmas Day* 12/25/22 Sunday			H			H		
Christmas Day* (Observed) 12/26/22 Monday	H	H		H	H		H	H
Day after Christmas 12/26/22 Monday ★LIBRARY ONLY★						H		
New Year's Day* 01/01/2023 Sunday			H			H		
New Year's Day* (Observed) 1/2/2023 Monday	H	H		H	H		H	H

****CORRECTION EMPLOYEES** working on a 5-2 work Schedule-Floating Holidays on:

Martin Luther King Jr. Day

Lincoln's Birthday

Washington's Birthday/Presidents' Day

Columbus Day

Election Day

H—Holiday

F-Floating Holiday

***-County Offices Closed**

Background: The Broome County Public Library recognizes the need to renew its commitment to embodying its mission and vision through a strategic plan that addresses diversity, equity, and inclusion through our policies, procedures, and practices. By analyzing data collected through our survey (2020) and interactions with our patrons and community, we have created this plan to improve our service to our community.

Definition of **diversity** as used in this document: representations of various races, ethnicities, political ideologies, economic statuses, gender identities, sexual orientations, abilities, backgrounds, and upbringings among others. Our community is incredibly diverse and should be represented in our library's decisions.

Category	Objective	Action Steps
Staffing and Board Recruitment	<ol style="list-style-type: none"> Expand diversity on the library Board of Trustees to represent the community which we serve Expand diversity within the library staff Improve the cultural competence of BCPL board and staff 	<ol style="list-style-type: none"> Review procedures for board recruitment and plan for improvements that would widen the pool of candidates (ie. invite community members who may not have direct personal or professional relationships with current board members) Revise preferred job qualifications to include multilingual Review and revise required qualifications to broaden the candidate pool to include more community members Research and secure funding (ie grants) to be used for anti-racist and cultural competency trainings for staff members and board members Research local organizations that provide anti-racist and cultural competency trainings Provide anti-racist and cultural competency trainings to BCPL staff and board members
Collections and Programming	<ol style="list-style-type: none"> Expand selection of books and audiobooks in languages other than English Increase access to materials in the library by community members from various backgrounds, ethnic groups, etc. Include programming 	<ol style="list-style-type: none"> Identify languages that best represent community needs via partnership with local organizations and/or survey data Diversify the library's book, ebook, and audiobook collections by increasing access to content written in other languages and include representation of diverse cultures, experiences, perspectives, and authors. Identify specific training for staff regarding diverse collections development Intentionally integrate diverse material into the normal operations of the library Determine a portion of budgetary funds to be dedicated to expanding diverse offerings. Communicate with organizations that vet and review materials from authors that represent multiple viewpoints to identify

	<p>that educates about and celebrates various cultures in the community.</p> <p>4. Create connections between BCPL and community organizations to serve underserved populations</p>	<p>potential materials to acquire.</p> <p>2 a. Partner with community agencies and organizations who serve diverse populations to provide materials and/or library access.</p> <p>2b. Research steps to creating a bus stop at BCPL</p> <p>3 a. Identify groups (musical, artistic, historical) that could provide opportunities for classes, lectures, or interactive experiences</p> <p>3b. Create structured times of the month/year to celebrate and educate about various cultures</p> <p>4a. Provide a connection between the library and community organizations that support and serve underserved populations by creating spaces and time for meetings at the BCPL</p> <ul style="list-style-type: none"> Identify organizations which have the need and/or capacity to partner with BCPL Create a method of information dissemination <p>4b. Create a document of local organizations and their services to distribute to patrons</p>
Facilities and Procedures	<p>1. Create a welcoming environment to patrons and community members within the BCPL and its facilities</p> <p>2. Make materials and technology accessible to patrons with varied needs</p> <p>3. Connect patrons with necessary community supports</p> <p>4. Create a space that is visually inclusive of our diverse community</p>	<p>1a. Display artwork representative of diverse aesthetics and cultures as the library's permanent collection; when selecting art and decor, select pieces that highlight various subjects and styles</p> <p>1b. Prepare book displays that are inclusive of marginalized voices and experiences</p> <p>2a. Include signage that is large print and multilingual</p> <p>2b. Obtain a combination of accessible technology (ie large key keyboards, etc) to allow access for high-needs patrons and</p> <p>3a. Use survey data and interactions with patrons to identify needs in the community</p> <p>3b. Identify and reach out to community organizations with which to partner</p> <p>3c. Identify spaces in the BCPL to house organizations and agencies to work with patrons on a fixed schedule.</p>

Bill To

Broome County Library
 185 Court Street
 Binghamton NY 13901
 United States

TOTAL

\$5,985.25

Quote Expires: 4/28/2022

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Marciniak, Michael
Quotation Title	Memo		

LDS Complete - SW and PC / 11 x 17 Scanner

Qty	Item / Description	Ship To	Unit Price	Amount
1	LDS Bundle: Complete System (*Std)-U (2021) LIBRARY DOCUMENT STATION (LDS) STANDARD PACKAGE: 21.5-inch All-In-One Touch Display; Rev 2021; 11X17 Bookedge Scanner. Scan to email, smartphones, tablets, USB, Google Drive, network, searchable PDF and Word files, TIFF, JPEG and PNG files. Print via LPT:One print management and and locally configured printers. Scan to Fax is incorporated and includes the first 250 pages per system per month. Charges are incurred over 250 pages. System includes: * All-In-One 21.5" Touch Screen Computer and Software * 11" x 17" (279.4 x 431.8mm) LED Book Edge Scanner * CloudConnect * Next Day Advance Replacement * USB Dock ----- REQUIRES ----- + LPT:One 4.8 and higher for copies when integrating with LPT:One + RJ-45 LAN connection to Internet ----- OPTIONS ----- + Overhead Scanner + EnvisionWare Coin and Bill Acceptor + Automatic Document Feeder + OCLC Article Exchange/ILLiad Software +Authentication module + Cloud Storage options + EnvisionWare eCommerce ServicesLDS Faxing Options: Unlimited Faxing (Default)	Main	\$5,285.00	\$5,285.00
1	LDS SP: Fax 250-U LIBRARY DOCUMENT STATION (LDS) MONTHLY FAX OVERAGE Each LDS unit includes 250 pages per month free while under maintenance. This fee is for pages in excess of the 250 monthly limit.		\$0.25	\$0.25



Qty	Item / Description	Ship To	Unit Price	Amount
	Description <i>Under Separate Quote US-69755 SCC - X11 ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING has been quoted. If the X11 and LDS solutions will be implemented at the same time as a project then the Professional Services reflected below are not necessary. If LDS will be implemented separately than the professional services below would be required.</i>	Main		
4	PS-HR-CF-U ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.		\$150.00	\$600.00

Subtotal \$5,885.25

Annual maintenance and subscription starting in year 2: **\$634.20**

Discount

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Freight \$100.00

Standard terms and conditions apply: <http://system.envisionware.com/terms>

Total Tax \$0.00

PST-CA

Total **\$5,985.25**



Bill To

Broome County Library
 185 Court Street
 Binghamton NY 13901
 United States

TOTAL

\$7,035.00

Quote Expires: 4/27/2022

Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Young, Jake
Quotation Title		Memo	
X11 Kiosk Self-Service Station		X11 Kiosk, Software, REMOTE Installation & Training	

Qty	Item / Description	Ship To	Unit Price	Amount
1	SSC-X11-KS#-BK-BK v4 X11 Kiosk - Software Included 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord OneStop Self Service Circulation Software RFID Software Suite	Main	\$5,550.00	\$5,550.00
SUBTOTAL SSC				\$5,550.00
SUBTOTAL for EnvisionWare Self Service Circulation Solutions				
1	PS-PM-BLDG ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$1,000.00	\$1,000.00
SUBTOTAL Services				\$1,000.00
SUBTOTAL for REMOTE EnvisionWare Professional Services				



Annual maintenance and subscription starting in year 2: **\$666.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>

Subtotal	\$6,550.00
Discount	
Freight	\$485.00
Total Tax	\$0.00
PST-CA	
Total	\$7,035.00



BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	PERSONNEL	POLICY #	1005-0	
	EFFECTIVE	January 1, 2022		PAGE	1 OF 1
	SOURCE	ADMIN RULES / CSEA CONTRACT			
	SUPERCEDES	January 2021			

2022 HOLIDAY CLOSING DATES

CSEA

January 1, 2022	Saturday	New Year's Day
February 21, 2022	Monday	Presidents' Day
May 30, 2022	Monday	Memorial Day
July 4, 2022	Monday	Independence Day
September 5, 2022	Monday	Labor Day
November 11, 2022	Friday	Veterans Day
November 24, 2022	Thursday	Thanksgiving Day
November 25, 2022	Friday	Day after Thanksgiving
December 24, 2022	Saturday	Christmas Holiday
December 26, 2022	Monday	Day After Christmas
December 31st	Saturday	New Year's Day Holiday

ADMINISTRATION

Martin Luther King, Lincoln's Birthday, Washington's Birthday, Columbus Day, Election Day are Floating Holidays for administration.

The library will close at 5:00pm on November 23rd. All full-time staff are expected to work 7.5 hours on the day or use vacation, comp, or floating time.

The library will close at 1:00pm on December 23rd. All full-time staff are expected to work 4.5 hours on the day or use vacation, comp, or floating time. Staff not scheduled to work that day will not accrue 3 hours.

If a holiday falls on a Saturday when the Library is closed, any benefit-eligible employee not scheduled to work that day shall receive 7.5 hours of compensatory time or equal pay for the day at their option as per the CSEA contract.

The library will be closed to the public on Monday June 20, 2022 (Juneteenth holiday) and Monday October 10, 2022 (Columbus Day/Indigenous Peoples' Day) for staff training. All staff are expected to report to work at 8:30am and will be paid for a full-day, 7.5 hours, of work, including part-time staff.

The library will be closed to the public at 1:00pm on Friday December 16th for a staff holiday party. To receive pay for a full day, staff will be expected to stay for the full holiday party or use vacation, comp, or floating time.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Public Services	POLICY #	3300-0
	EFFECTIVE	July 7, 2011	PAGE	1 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	March 4, 2010		

PATRON CODE OF CONDUCT

To efficiently and safely conduct library business in and around the Broome County Public Library, the Board of Trustees has adopted the following rules and regulations. These apply both to patron conduct with other patrons and patron conduct with staff members:

1. Patrons will respect the rights of other patrons and library staff at all times. They may not interfere with staff or the performance of their duties and will comply with lawful direction given by them.
2. Any illegal activities on library property, including the use of alcohol or illegal drugs or the possession of weapons of any kind are prohibited. In addition, loitering or soliciting on library property or grounds will not be tolerated.
3. Any sort of disruptive behavior, including sexual harassment, the use of abusive, obscene or threatening language, exhibitionism, voyeurism, nudity of any kind, including bare feet and/or bare chests, or any abusive behavior that is a nuisance to others. Cell phones may be used in designated areas.
4. Patrons will utilize library facilities for purposes normally associated with a library, but not sleeping, bathing or washing clothes, using skateboards, in-line skates, balls, etc. Bicycles and other wheeled devices must be left outside the building.
5. Animals are prohibited in the building except those specifically designated as service animals.
6. Parents, guardians or caregivers are responsible for the safety, behavior and supervision of their children at all times in the library and on library property as per the library's Unattended Children's Policy. Adult persons shall not use any Youth Services or Young Adult space or participate in any age-based programs when not a parent, legal guardian, caregiver, educator or relative of a participating age-appropriate child.
7. Patrons shall not deface or mar library materials, furnishings, walls, equipment or any other library property, including computers. This includes placing feet on furniture, walls or computer columns. Patrons may not rearrange or disarrange library furnishings or materials.
8. Food and beverages are prohibited except in specifically designated areas. **Smoking is banned from ALL Library property including inside the building.**
9. Cameras, camcorders or any other video recording devices may not be used unless prior permission of the Library Director is received.
10. Posting or distribution of promotional material of any kind or sale of goods is forbidden by any person or agency other than Broome County Public Library except by permission of the Library Director.
11. Patrons shall check out with a valid library card all materials and/or equipment removed from the library.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Public Services	POLICY #	3300-0
	EFFECTIVE	July 7, 2011	PAGE	2 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	March 4, 2010		

PATRON CODE OF CONDUCT

ENFORCEMENT: Any patron who violates these rules and regulations may be required to leave the library premises and be denied the privilege of access to the library. The Library Administrative Staff, whose authority shall prevail in all cases, shall administer and enforce the above CODE in a fair and reasonable manner. The Library Administration is authorized to modify and/or adapt the CODE to special circumstances. Violations of the CODE that do not constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in disciplinary action including but not limited to, verbal warning, temporary expulsion from the library, suspension of the right to use or participate in some or all of the library's services for a period of time, or permanent expulsion from the library. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the CODE that constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in immediate expulsion from the library and possible additional measures. In any instance of a CODE violation, police may be called if there is not compliance, or if staff feels threatened in any way or feels unable to handle the situation.

APPEAL PROCESS: A patron whose privileges have been denied may have the decision reviewed by the Broome County Public Library Board of Trustees for additional consideration..

Policy adopted: February 2, 2006

Revised: March 4, 2010, July 7, 2011

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Public Services	POLICY #	3300-0
	EFFECTIVE	March 10, 2022	PAGE	1 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	July 7, 2011		

PATRON CODE OF CONDUCT

In order to ensure that the Broome County Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations.

1. Patrons will respect the rights of other patrons and Library staff at all times. They may not interfere with staff or with the performance of their duties and will comply with lawful direction given by them.
2. Disruptive and/or abusive behavior is prohibited. This includes:
 - a. Harassment
 - b. Sexual harassment
 - c. The use of abusive, obscene, discriminatory, hateful, or threatening language
 - d. Nudity of any kind, including bare feet and/or bare chests
3. Illegal activities—including the use of alcohol and recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
4. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
5. Solicitation of any kind is prohibited on Library property. The distribution or posting of promotional materials by nonprofit and governmental organizations (other than the Library itself) requires the approval of the Library Director.
6. Select areas of the Library have been designated as Quiet Zones. While they are in a Quiet Zone, patrons will:
 - a. Silence all electronic devices, including phones and computers
 - b. Use headphones when watching or listening to media
 - c. Limit conversation, including phone calls
7. Sleeping, bathing, and washing clothes are prohibited on Library property, as is the use skateboards roller skates, and athletic equipment. Bicycles and other wheeled devices must be left outside the building and may not block doorways or walkways.
8. Animals are prohibited in the building except those specifically designated as service animals.
9. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Unattended Children's Policy.
10. Adult persons shall not use any Youth Services or Young Adult space or participate in any age-based programs unless they are a parent, legal guardian, caregiver, educator or relative of a participating age-appropriate child or have received permission from Library staff.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Public Services	POLICY #	3300-0
	EFFECTIVE	March 10, 2022	PAGE	2 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	July 7, 2011		

PATRON CODE OF CONDUCT

11. Patrons will not deface or damage Library property, including Library materials/collections, furnishings, walls, equipment, and computers. Additionally, patrons will not rearrange or disarrange library furnishings or materials and will not place their feet on the furniture or walls.
12. Food and beverages can be consumed in designated areas only. Water bottles with lids are allowed other than when using the public computers.
13. Personal photography and/or videography is allowed but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require approval by the Library Director.

ENFORCEMENT: Any patron who violates these rules and regulations may be required to leave the library premises and be denied the privilege of access to the library. The Library Administrative Staff, whose authority shall prevail in all cases, shall administer and enforce the above CODE in a fair and reasonable manner. The Library Administration is authorized to modify and/or adapt the CODE to special circumstances. Violations of the CODE that do not constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in disciplinary action including but not limited to, verbal warning, temporary expulsion from the library, suspension of the right to use or participate in some or all of the library's services for a period of time, or permanent expulsion from the library. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the CODE that constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in immediate expulsion from the library and possible additional measures. In any instance of a CODE violation, police may be called if there is not compliance, or if staff feels threatened in any way or feels unable to handle the situation.

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Policy adopted: February 2, 2006

Revised: March 4, 2010, July 7, 2011, March 10, 2022



PRESENTATION CONCEPTS CORPORATION
Audiovisual - Performance Audio - Commercial Sound Systems
Servicing all of Upstate NY

Sales Quote

1 Year PCC Pro-Active Maintenance (PAM)

Presentation Concepts Corporation
6517 Basile Rowe
East Syracuse, NY 13057

Today's Date: March 7, 2022

Expiration Date: April 6, 2022

Fed ID #: 16-1535373
Sales Person: Tom Hayes
Phone: (315) 437-1314 ext. 119
Fax: (315) 437-0110
Email: thayes@pccav.com

Quote Number: 030722th-1
Customer: Broome County Library
ATTN: Josias Bartram
Phone: (607) 778-6407
Email: josias.bartram@broomecounty.us

1 Year PCC Pro-Active Maintenance (PAM)

Salesperson	Site Survey Rep	Rooms Covered	Payment Terms
Tom Hayes	N/A	Community Room AV	NET30

Detail of Benefits

PCC's Standard PAM Plan for AV systems enhances the manufacturers' warranties through on-site service/repair and unlimited phone support. Should a malfunction occur with your system, the plan assures rapid response (via telephone/e-mail/video) and onsite response as noted in the chart below. When you call with a problem, a member of our Service Center support team will attempt to remedy the issue over the phone. You will always receive priority technical phone support and have direct access to one of PCC's Certified AV Technicians. If we are unable to resolve the problem over the phone, a qualified service technician will be dispatched to your location to further evaluate the problem and, if possible, complete repairs on the spot. For on-site technical support we will provide a number of on-site technical visits (see below). If the number of purchased visits are exhausted, a \$250 Incident Trip fee will be charged for each additional incident. This maintenance plan also includes a number of preventative maintenance health check visits (see below) to inspect your system, test and validate all system functionality to confirm total system operational capability, check all cables and connectors, fine tune and adjust your equipment to manufacturer's specifications, including applicable firmware upgrades. PCC will provide a detailed performance report after each completed preventative maintenance health check visit. If any parts are required to repair your equipment, an estimate will be given before the work is performed. Should repairs require equipment be sent back to the manufacturer, equipment repair/replacement costs and shipping charges (if applicable, and not covered under manufacturer's warranty) will be billed to customer.

	No Plan	Standard Plan	Premium Plan	Custom Plan
Response Time	4-8 Business Hours	4 Business Hours	2 Business Hours	2 Business Hours
Onsite Reponse Time	Up to 7 Business Days	2 Business Days	1 Business Day	1 Business Day
Preventative Maintenance Health Check	None	1	Custom	Custom
Hours of Service	8am - 5pm, M-F	8am - 5pm, M-F	8am - 5pm, M-F	Extended
Service Calls	Time and Materials	2	Custom	Unlimited
Training	-	-	Custom	Custom
Service Parts Shipping	-	-	Ground	Expedited
PCC RM Remote Monitoring	-	-	Optional	Yes
Data Analytics & Reporting	-	-	Optional	Yes
Asset Management & Recycling	-	-	Optional	Yes
Extended Equipment Coverage	-	-	Optional	Yes

1 Year Standard PAM:	\$	1,800.00
Plus Tax Where Applicable:	\$	-
Total:	\$	1,800.00

Maintenance/Service Terms and Conditions

General

Presentation Concepts Corporation (PCC) agrees to provide service and repair services in accordance with this agreement, including any attachments. On-site visits shall include inspection, diagnostic, and, if necessary, adjustment, repair, or replacement of unserviceable parts. Parts shall be new or equivalent to new parts whichever are available at the time of the repair. All defective parts that are replaced shall become the property of PCC. Under this agreement, the standard period for work response shall be Monday through Friday, 9am to 5pm, exclusive of legal holidays and PCC customary business holidays unless otherwise noted.

Presentation Concepts Corporation (PCC) agrees to provide service and repair services in accordance with this agreement, including any attachments. On-site visits shall include inspection, diagnostic, and, if necessary, adjustment, repair, or replacement of unserviceable parts. Parts shall be new or equivalent to new parts whichever are available at the time of the repair. All defective parts that are replaced shall become the property of PCC. Under this agreement, the standard period for work response shall be Monday through Friday, 9am to 5pm, exclusive of legal holidays and PCC customary business holidays unless otherwise noted.

Exceptions

Performing service, which would be impractical for PCC staff to render because of alterations in the system/equipment or its connection by mechanical or electrical means to another machine or device are not covered under this agreement.

Procuring and installing media, such as computer software, not supplied by PCC is not covered under this agreement.

During the equipment repair process, if it is determined that the cost of the repair exceeds 50% of the replacement cost of the unit, PCC will not proceed with the repair of said unit. Replacement cost of the unit is to be incurred by the customer.

Changes

This agreement is the entire agreement between PCC and the Customer and shall not be modified or varied except by a written document authorized by both parties

Payment

Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. This agreement becomes effective when PCC receives a signed quote.

PRESENTATION CONCEPTS CORPORATION		CUSTOMER	
NAME - PRINT		NAME - PRINT	
SIGNATURE		SIGNATURE	
TITLE	DATE	TITLE	DATE

Bill To:

Ship To (If Different):

Fx (607) 748-7283

Proposal Submitted to:	Phone:	Date:
Broome County Public Library	607-343-0899	28-Feb-22
Street:	Fax:	
185 Court St		
City State and Zip Code:	Job Name:	
Binghamton, NY 13901	Youth Service & Kresge Story Telling	
Contact Person:	Job Location:	
Josias B	Same	
We hereby submit specifications and estimates for:		
Furnish & Install - OGS Contract PC 69408		
1) Rip up and dispose of existing glue down carpet		
2) Minor floor prep		
3) Install Interface Entropy carpet tile w/ Interface tac tiles - colors tbd		
4) Install Interface Viva Colours Solid carpet tile - 5 colors tbd		
services only		
5) Install Interface Studio Set LVT - color tbd - half of Kresge story telling		
rooms only		
6) Johnsonite 4" vinyl cove base - color tbd		
7) Vinyl reducers as needed		
1) Youth Services & Kresge Story Telling \$ 47,098.73 T/E		
* Our Prices Do Not Include Any Rh/or Moisture Testing*		
If bid is accepted please sign and return to Fax # (607) 748-7283		
Commercial Sales Manager		
DJ Lane		
We propose hereby to furnish material and labor - complete in accordance with above specifications , for the sum of:		
See above	dollars	
Payment to be made as follows:		
Net - 30 days		
All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration/deviation from the specifications involving extra cost will be executed only upon written orders, and will be an extra charge over & above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.		Authorized Signature Note: this proposal may be withdrawn by us if not accepted within _____ days.
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.		
Date of Acceptance: _____	Signature: _____	
	Signature: _____	

Proposal

RUG FAIR COMMERCIAL & INDUSTRIAL CO,INC

A DIVISION OF ENDWELL RUG COMPANY

3646 GEORGE F. HIGHWAY, ENDWELL , NY 13760
Ph: (607)748-7366 Fx (607) 748-1111

Proposal Submitted to:	Phone:	Date:
Broome County Public Library	607-343-0899	28-Feb-22
Street:	Fax:	
185 Court St		
City State and Zip Code:	Job Name:	
Binghamton, NY 13901		
Contact Person:	Job Location:	
Josias B	Same	
We hereby submit specifications and estimates for:		
Furnish & Install - OGS Contract PC69408		
1) Rip Up & Dispose Of Existing Glue Down Carpet		
2) Minor Floor Prep		
3) Install Interface Entropy Carpet Tile w/ Interface Tac Tiles - Colors TBD		
4) Johnsonite 4" Vinyl Cove Base - Color TBD		
5) Vinyl Reducers As Needed		
1) Balance Of Reference Room & Offices	\$	38,079.92
2) Decker Room	\$	18,066.95
3) 2nd Floor	\$	138,518.39
Total Of 3 Areas:	\$	194,665.26 Tax Exempt
* Our Prices Do Not Include Any Rh/or Moisture Testing*		
If bid is accepted please sign and return to Fax # (607) 748-7283		
Commercial Sales Manager		
DJ Lane		
We propose hereby to furnish material and labor - complete in accordance with above specifications , for the sum of:		
See above	dollars	
Payment to be made as follows:		
Net - 30 days		
All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration/deviation from the specifications involving extra cost will be executed only upon written orders, and will be an extra charge over & above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.		Authorized Signature Note: this proposal may be withdrawn by us if not accepted within _____ days.
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.		
Date of Acceptance: _____	Signature: _____	
	Signature: _____	