



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
Bay Minette, Alabama 36507  
(251) 580-2564  
(251) 580-2500 Fax  
agary@baldwincountyal.gov  
www.baldwincountyal.gov

ANU GARY  
Records Manager

MONICA E. TAYLOR  
Assistant Records Manager

August 23, 2019

Delta Computer Systems, Inc.  
1085 Tommy Munro Drive  
Biloxi, Mississippi 39532

**RE: Probate Office - Computer Software Support Agreement Addendum**

Dear Sir or Madam:

Please find enclosed **fully executed copies** of the *Agreement* and the *Addendum* approved during the August 6, 2019, Baldwin County Commission meeting, between the Baldwin County Commission and Delta Computer Systems, Inc, for the annual agreement with a standard adjustment. The term of *Agreement* and the *Addendum* will commence on the first day of delivery of the software or upon acceptance of the addendum by both parties and shall remain in effect for one year. This *Agreement* shall remain in effect for one year and automatically renew annually.

If you have any questions or need further assistance, please do not hesitate to contact Dean Mott, Chief Clerk, Judge of Probate Office, at (251) 937-0260.

Sincerely,

ANU GARY, Administration/Records Manager  
Baldwin County Commission

AG/mnm Item B11

cc: Dean Mott  
Susan Hill  
Brian Peacock  
David Wessler

ENCLOSURE(S)



## Computer Software Support Agreement

### Purpose

The purpose of this agreement is to assure you that all software provided by Delta Computer Systems, Inc. (Delta) as listed on the addendum(s) to this agreement is in compliance with applicable laws, rules and regulations as they pertain to the software. As the laws change, Delta will provide updated programs to meet the demands of the legislation.

### Delta's Obligations

Delta will analyze new regulations and prepare modifications of the software to ensure the system conforms. The modifications shall be limited to existing licensed software which you have purchased and shall not include new systems. New programs required to meet new, additional requirements shall not be provided under this agreement. For example, if you licensed the magnetic payroll tax reporting system and IRS initiates a change to the method of reporting, the changes will be provided under this agreement. However, if you had not purchased the magnetic reporting software initially, there would be an additional charge for the program.

Problem resolution is handled on a first come first serve basis within a priority group. Priority groups are determined by user need and externally defined deadlines. Completely down systems have priority over operational systems. Externally defined deadlines (IRS, State, Federal, etc.) have priority over non-deadline items. Average response for critical items is two hours or less depending upon the complexity of the request.

All software updates will be delivered to you electronically or by mail depending upon the size and urgency of the update. Delta shall provide installation instructions and/or telephone assistance for loading updates as appropriate. Delta shall not be responsible for maintaining any of your modifications. Corrections of difficulties or defects traceable to your errors or system changes will be billed at triple the standard rate.

### Client's Obligations

Client shall inform Delta as soon as reasonably possible as to the nature and impact of upcoming legislative changes that affect the software system. Client shall provide copies of all pertinent documentation and shall assist Delta in understanding the new requirements and developing a method of meeting the requirements. During the term of the software support agreement, Client shall at Client's expense, provide Delta with secure telnet and ftp internet access to Client's server from Delta's server for the purpose of diagnosing problems and to facilitate software updates.

### General Terms

This contract shall commence on the first day of delivery of the software or upon acceptance of the addendum(s) by both parties and shall remain in effect for one year. Fees for software support shall be payable monthly or annually in advance. A penalty of 1.5 percent per month of the outstanding balance will be assessed to accounts that remain past due more than 60 days. Delta reserves the right to withhold services for any account which is past due more than 60 days.

Client shall be responsible for all incidental costs such as mail, telephone, travel and subsistence in connection with support services.

Client shall use Delta's prescribed reporting procedures to outline software problems.

Either party may terminate this agreement after a 90 day written notice and payment of all outstanding amounts due.

This agreement shall automatically renew at each annual period. Delta reserves the right to modify its fees by providing notice of such 60 days prior to the renewal period.

Services provided by Delta that are above and beyond the scope of this agreement shall be billable at Delta's current rate at the time such services are rendered.

This agreement is binding on, the parties hereto and their successors, and to Seller's assigns, sub-lessees and transferees.

Agreed this 12<sup>th</sup> day of August, 2019

BALDWIN COUNTY, AL

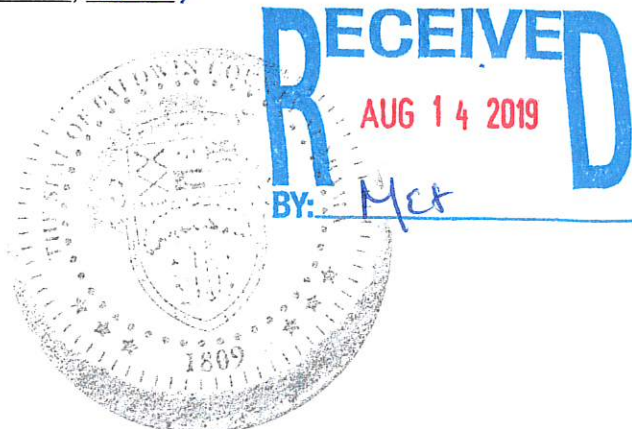
Client Name

[Signature]  
Client Signature

Charles F Gruber  
Printed Name

[Signature]  
Accepted: Delta Computer Systems, Inc.

1085 Tommy Munro Drive  
Biloxi, MS 39532





# Delta Computer Systems, Inc.

A Harris Local Government Company

1085 Tommy Munro Drive  
Biloxi, MS 39532  
Phone : (228) 388-7688  
Fax: (228) 388-7689

## Computer Software Support Agreement ADDENDUM

For: BALDWIN COUNTY, AL-PROBATE OFFICE

AL05

Below is a current list of maintenance/support/web hosting charges for the upcoming fiscal year 10/ 1/2019 These charges will be billed on 9/15/2019 due for payment 10/ 1/2019.

Delta Contract Number	Description	Date of Last Increase	Current Rate	New Rate	Rate Type
745	Instrument Indexing	09/2018	470.00	500.00	
1928	Probate Court Management	09/2018	390.00	410.00	
2012	Web Site Hosting Inquiry To Probate Court Records	09/2018	150.00	160.00	
2014	Web Site Hosting Inquiry To Marriage License Index	09/2018	150.00	160.00	
2016	Web Site Hosting Inquiry To Ucc Index Records	09/2018	150.00	160.00	
2018	Web Site Hosting Inquiry To Deed Instrument Index	09/2018	770.00	810.00	
2403	Inquiry To Deed Instrument Images Via Internet	09/2018	3,560.00	3,760.00	
2915	Intranet Inquiry System	09/2018	90.00	90.00	
2916	Court Calendar Web-hosting	09/2018	150.00	160.00	
3278	Barcoded Batch Scanning Land Records	09/2018	360.00	380.00	
8880	Insite Gui Maintenance (13) Stations(Annual)	09/2018	870.00	920.00	Annual
8920	(18) Scan Stations-Instruments/Courts	09/2018	1,560.00	1,650.00	
	Note: Updated to actual number of stations				
25940	Positive Pay Export Module	04/2017	30.00	30.00	
<u>IVMCBP03(1)</u>			<b>TOTAL:</b>	7,902.50	8,346.67 MONTHLY

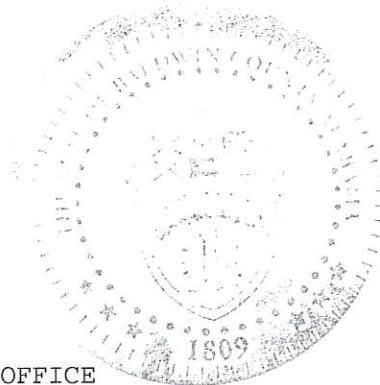
Agreed this 24<sup>th</sup> day of July, 2019.

BALDWIN COUNTY, AL  
County/Office Name

*Tom Joffman*  
Accepted: Delta Computer Systems, Inc.

*Harry D. Olive, Jr* / Harry D. Olive, JR  
Client Signature Printed Name

*Charles F. Gruber*  
Chairman



**RECEIVED**  
AUG 14 2019  
BY: *MSL*

TO: BALDWIN COUNTY PROBATE OFFICE  
P.O. BOX 459  
BAY MINETTE AL 36507