

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 07/02/2024

Contract/Lease Control #: C24-4010-PW

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: BAY AREA PRINTING & GRAPHICS SOLUTIONS

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 07/01/2024

Expiration Date: 06/30/2025 W/RENEWALS

Description of: SERVICE AGREEMENT

Department: PW

Department Monitor: AUTREY

Monitor's Telephone #: 850-689-5772

Monitor's FAX # or E-mail: JAUTREY@MYOKALOOSA.COM

Closed: \_\_\_\_\_

CC: BCC RECORDS

CL4-30108W

### PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: TRBO Tracking Number: 519424  
 Procurement/Contractor/Lessee Name: Bay Area Printing Grant Funded: YES \_\_\_ NO X  
 Purpose: service agreement for printer  
 Date/Term: 5-31-2025 1.  GREATER THAN \$100,000  
 Department #: 1001 2.  GREATER THAN \$50,000  
 Account #: 546050 3.  \$50,000 OR LESS  
 Amount: \$1800.00 annually  
 Department: PW Dept. Monitor Name: any

#### Purchasing Review

Procurement or Contract/Lease requirements are met: DeRita Mason Date: 6-7-24  
 Purchasing Manager or designee: DeRita Mason, Erin Poole, Amber Hammonds

#### 2CFR Compliance Review (if required)

Approved as written: no federal rules Grant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants Coordinator: Suzanne Ulloa

#### Risk Management Review

Approved as written: see email attached Date: 6-11-24  
 Risk Manager or designee: Lydia Garcia

#### County Attorney Review

Approved as written: see email attached Date: 7-1-24  
 County Attorney: Lynn Hoshihara, Kerry Parsons or Designee

#### Department Funding Review

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

#### IT Review (if applicable)

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

## DeRita Mason

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**From:** Odessa Cooper-Pool  
**Sent:** Tuesday, June 11, 2024 10:18 AM  
**To:** DeRita Mason; Lynn Hoshihara  
**Cc:** Kerry Parsons  
**Subject:** RE: Okaloosa County Public Works  
**Attachments:** 20240607\_111723.pdf

Good morning DeRita,

The agreement with Bay Area Printing & Graphics Solutions has been reviewed and is approved by Risk Management for insurance purposes. No insurance elements involved.

Thank you,

Odessa Cooper-Pool  
Public Records & Contracts Specialist  
Human Resources/ Risk Management  
Okaloosa County BCC  
302 N. Wilson Street, Crestview, FL 32536  
Office: 1-850-689-4111

“And, when you want something, all the universe conspires in helping you to achieve it.”— Paulo Coelho, *The Alchemist*

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

-----Original Message-----

**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Friday, June 7, 2024 2:10 PM  
**To:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Cc:** Kerry Parsons <kparsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>  
**Subject:** FW: Okaloosa County Public Works

Good afternoon,

Please review and approve the attached. I attached an email which explains the need for the service agreement. I have an email into the department about the total amount being different on the agreement/quote.

Thank you,

DeRita Mason

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Monday, July 1, 2024 2:27 PM  
**To:** DeRita Mason  
**Cc:** Kerry Parsons  
**Subject:** Re: Okaloosa County Public Works

DeRita,

This agreement is still not retroactive as requested by Public Works. If they're okay with that, this agreement is approved.

Lynn

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** DeRita Mason  
**Sent:** Wednesday, June 26, 2024 4:57:05 PM  
**To:** Lynn Hoshihara  
**Cc:** Kerry Parsons  
**Subject:** FW: Okaloosa County Public Works

Good afternoon,  
Please review the revisions attached per your request.  
Thank you,

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP  
Purchasing Manager  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
Office: (850) 689-5960 Ext. 6966  
Cell: (850) 826-8010



CONTRACT #: C24-4010-PW  
BAY AREA PRINTING & GRAPHICS SOLUTIONS  
SERVICE AGREEMENT  
EXPIRATION: 06/30/2025 W/RENEWALS

Service Agreement

Customer Information

Account # 2052  
Company: Okaloosa Co Public Works  
Address: 1759 S Ferdon Blvd  
City/ST/Zip: Crestview, FL 32526  
Attn: Ronnie Downey  
PH/FX: 850-689-5772

Equipment Information

Model: HP XL 3600dr MFP  
Serial Number# 3N3B0FH006  
Starting Meter: N/A  
Contract Start Date: i July 2024  
Contract End Date: 30 June 2025  
Automatic Renewal:

Price: \$1800 Annually  
Feet Included: All  
Overage N/A

Contract

Labor Only

PM

Monthly  
 Quarterly  
 Semi-annually

Parts and Labor  
 ink  
 paper

*PARTS AND LABOR CONTRACT  
NO SUPPLIES*

1. Condition of Equipment:

All equipment placed under a Preventative Maintenance Contract shall be certified by an authorized Bay Area Printing & Graphics service representative to be in operating condition and not in need of overhaul or immediate repair prior to acceptance of this contract by Bay Area Printing & Graphics.

2. Terms:

The terms of this contract shall commence upon acceptance by Bay Area Printing & Graphics and shall continue in full force and effect for the initial period of 12 months and shall automatically renew itself thereafter for twelve months unless terminated by either party giving written notice at least 30 days prior to the anniversary of any such term. Bay Area Printing & Graphics reserves the right to increase annual premium charges, for any renewal term by giving notice of such increase to the purchaser.

3. Termination:

Either party on 30 days written notice to the other may terminate this contract, and it may be terminated by Bay Area Printing & Graphics at any time without notice and without liability, for default in payment or other breach by purchaser.

4. Additional Services:

All services furnished by Bay Area Printing & Graphics in addition to those provided for herein, shall be billed at Bay Area Printing & Graphics established charges for such service.

5. Liability:

Bay Area Printing & Graphics obligations hereunder shall be limited to the rendering of maintenance service. Bay Area Printing & Graphics shall in no way be liable to the purchaser for loss of production profits, goodwill, or work stoppage. Bay Area Printing & Graphics assumes no responsibility for any accidents to or caused by the equipment identified herein.

6. Basic Charges:

Bay Area Printing & Graphics bases its charges on its experience with life expectancy and parts requirements of the equipment that is used for one eight-hour working period daily during a five-day work week, and higher contract charges are applicable where the period of use is greater. The charges specified herein shall be adjusted for any charges in the period of use contemplated by the parties at execution. Service coverage outside of Bay Area Printing & Graphics normal working hours, or multi-shift operation coverage, will be on a negotiated basis and approved by Bay Area Printing & Graphics service manager.

7. Reconditioning and Overhaul:

The judgment of a Bay Area Printing & Graphics service representative shall be accepted as to the means and methods to be employed on any repair or corrective work to be done on the equipment. When in the opinion of the service representative reconditioning or overhaul of the equipment is necessary and normal repair and parts replacement cannot keep the equipment in satisfactory condition, Bay Area Printing & Graphics will submit to the purchaser a cost estimate for the necessary work, and such work if authorized by the purchaser, shall be in addition to the contract charge specified herein. If purchaser should decide not to recondition or overhaul as needed to keep equipment in satisfactory condition, this contract shall be subject to termination by written notice of Bay Area Printing & Graphics.

8. Assignment:

This contract shall not be transferred or assigned by purchaser without written consent of Bay Area Printing & Graphics.

9. This Agreement Shall Not Cover:

- Replacement of any consumable supplies
- Exterior painting or refinishing of equipment
- Maintenance, installation or removal of accessories not provided by the OEM manufacturer and covered by this agreement.
- Performance of service made necessary by accident, fire, power failure, unauthorized alterations, tampering, service by other than Bay Area Printing & Graphics, or caused by other than ordinary use are not covered.

Authorization:

I have read and understood this maintenance agreement and agree to the terms and conditions stated herein.

Customer Signature:  
Printed Name/Title:

*Purchasing Manager*  
DeRita Mason  
Digitally signed by DeRita Mason  
Date: 2024.07.02 10:11:43 -05'00'

Service Manager:  
Date:

*6/20/24*