

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/19/2023

Contract/Lease Control #: C19-2778-PW

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CPC OFFICE TECHNOLOGIES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/28/2022

Expiration Date: 01/29/2025

Description of: MAINTENANCE AGREEMENT OF PRINTERS

Department: PW

Department Monitor: AUTREY

Monitor's Telephone #: 850-689-5772

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

Closed:

Cc: BCC RECORDS



CONTRACT/LEASE RENEWAL FORM

Date: 11/14/2023

Company Copy Products Company dba CPC Office Technologies

Attn: Renee Salo

Address 3150 Adora Teal Way

City, St, Zip Crestview, FL 32539

RE: C19-2778-PW

CONTRACT: C19-2778-PW
CPC Office Technologies
Maintenance Agreement on Printers
EXPIRES: 01/29/2025

Dear

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2778-PW for an additional term. The contract renewal period will be 1/29/2024 to 1/29/2025. The annual budgeted amount for this contract is \$3289.00. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

AUTHORIZED COMPANY REPRESENTATIVE

Dept. Director Jason T. Autrey
Signature: PE, CPM
Digitally signed by Jason T. Autrey, PE, CPM
Date: 2023.12.18 11:21:37 -0600

Contractor: Copy Products Company
dba CPC Office Technologies

Date: _____

Approved By: DeRita Mason
(as prescribed below on item 1)
Digitally signed by DeRita Mason
Date: 2023.12.19 07:00:14 -0600

Approved By: Renee Salo

Date: _____

Approved By: _____
(as prescribed below on item 1)

Title: Office Manager

Date: _____

Date: 11/14/2023

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (if applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970



EQUIPMENT ACQUISITION AGREEMENT

3150 ADORA TEAL WAY CRESTVIEW, FL 32539
 P: 850-689-4300 F: 850-689-3491

WWW.CPCTEK.COM

Date 11/14/23	Purchase Order	Account Manager	Authorized Approval
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Installation: Customer Information		Bill To: Customer Information	
Company Name Okaloosa County Public Works	Company Name	Company Name	Company Name
Address 1759 A South Ferdon	Address	Address	Address
City, State Crestview, FL	Zip 32539	City, State	Zip
Phone# (850) 689-5772	Fax#	Phone#	Fax#
Contact Ronald Downey	E-mail rdowney@myokaloosa.com	Key Operator/Meter Readings	E-mail

Quantity	Product Description- Make, Model, Serial No & Meter Read	Refurb	Unit Price	Total
	Contract C19-2778-PW expires 1/28/2024	<input type="checkbox"/>		\$ 0.00
	New terms as follows:	<input type="checkbox"/>		\$ 0.00
	ID 35744 MX3570N 6509455X	<input type="checkbox"/>		\$ 0.00
	ID 35668 MXM465N 6501645Y	<input type="checkbox"/>		\$ 0.00
		<input type="checkbox"/>		\$ 0.00
	New Contract would include a increase.	<input type="checkbox"/>		\$ 0.00
	\$3289.00 a year to included 57,000 b/w images per year	<input type="checkbox"/>		\$ 0.00
	and 55,000 color images per year. Excess images billed for B/W would	<input type="checkbox"/>		\$ 0.00
	be .009 and color would be .052 each.	<input type="checkbox"/>		\$ 0.00
	Includes labor, parts, drums, toner supplies. Excludes staples and	<input type="checkbox"/>		\$ 0.00
	paper			
			Sub-Total	\$ 0.00
TRANSACTION TYPE:			Tax	
LEASE- <input type="checkbox"/> CASH- <input type="checkbox"/> RENTAL- <input type="checkbox"/>			Total	\$ 0.00

LEASE FINANCING PROVIDED BY: _____ TAX EXEMPT: YES- NO-

IT CONTACT NAME: _____ IT PHONE #: () _____ CERTIFICATE #: _____

CPC Service Programs: (Base Charge Amount should correlate to Billing Frequency)						
BASE CHARGE	B&W Images Included	Color Images Included	B&W Excess Rate	Color Excess Rate	SERVICE CONTRACT DETAIL	CTS AGREEMENT
3289.00	57000	55000	.009	.052	Contract Type: (Choose One)	Contract Coverage:
Contract Start Date: 1/29/2024	Base Billing Frequency: Monthly- <input type="checkbox"/> Annual- <input checked="" type="checkbox"/> Quarterly- <input type="checkbox"/>		Overage/CPC Billing: Monthly- <input type="checkbox"/> Quarterly- <input type="checkbox"/> Bi-Annual- <input type="checkbox"/> Annual- <input checked="" type="checkbox"/>		All Inclusive- <input checked="" type="checkbox"/> Parts & Labor- <input type="checkbox"/> Color Supplies Not Included- <input type="checkbox"/> Other- <input type="checkbox"/>	YES- <input type="checkbox"/> NO- <input type="checkbox"/> Price: \$ _____ Term: _____ Months

Special Instructions:

By signing this document you acknowledge that the terms and conditions on the back of this document are an integral part of this agreement. This agreement shall not be binding on Copy Products Company until it is signed as accepted by a Manager.

Customer Representative
 Jason T. Autrey, PE, CPM
 Digitally signed by Jason T. Autrey, PE, CPM
 Date: 2023.12.18 11:23:03 -06'00'

 Authorized Signature Date
 Printed Name & Title: _____

CPC Representative
Renee Salo 11/14/23

 Authorized Signature Date
 Printed Name & Title: Office Manager

Equipment Security Blanket Maintenance Agreement

Terms and Conditions

- 1. GENERAL SCOPE OF COVERAGE:** This agreement entitles the customer to inspection "as needed" and intervening emergency calls. This agreement covers the parts and labor required for normal use of the equipment, excluding any media material, staples or as hereinafter provided. Damage to the equipment or its parts arising out of misuse, abuse, negligence, or causes beyond our control are not covered. In addition, you will be responsible for all cost arising from the equipment being modified, damaged, altered, or serviced by personnel other than those employed by us, or if parts, accessories or components not authorized by us are fitted to the equipment. This agreement does not cover any service arising from any connectivity issues resulting from customer's network or any software used in connection with equipment. This service must be covered under a separate Connectivity Technical Support agreement. All service requested by customer relating to connectivity issues will be billed separately at the published hourly rate unless covered under a separate Connectivity Technical Support agreement.
- 2. SERVICE CALLS:** Service calls under this agreement will be made during normal business hours – 8:00 a.m. to 5:00 p.m. Monday-Friday – at the installation address shown on this agreement. Travel and labor time for service calls after normal hours, on weekends and on holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made.
- 3. TERMS:** Customer agrees to all the terms and conditions in this agreement and any supplement which together is a complete statement of our agreement regarding the listed equipment and supersedes any purchase order or outstanding invoice. This agreement may be modified only by written agreement signed by an officer of Copy Products Company. This agreement becomes valid upon execution by Copy Products Company and will begin on the commencement date and will continue from the first day of the following month. Renewals will be negotiated at the end of each term. Effective upon Okaloosa County signing.
- 4. CHARGES:** The initial charge for maintenance under this agreement shall be the amount set forth above. The maintenance charge, with respect to any renewal term, will be the charge in effect at the time of the renewal. Customer understands that alterations, attachments of specification changed may require an increase in maintenance charges and agrees to pay such charges promptly when due.

Our copiers are designed to give excellent performance with our supplies, including paper, toner, and copy drum. If the customer uses other than our supplies and cause abnormally frequent service calls or service problems, then we may at our option, adjust the monthly service charge to cover the additional required service. It is not a condition of this agreement that the customer uses only our authorized supplies. We request that you use our supplies and from experience know that you will have fewer machine problems, better copy quality and that the equipment will last longer.

Rense Salo revised per purchasing 1/31/2019