

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/25/2022

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: 01/31/2023

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

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: <u>019-278PW</u>		Tracking Number: <u>1496-22</u>
Procurement/Contractor/Lessee Name: <u>CPC</u>		Grant Funded: YES ___ NO <u>X</u>
Purpose: <u>renewal</u>		
Date/Term: <u>1-31-2023</u>	1. <input type="checkbox"/> GREATER THAN \$100,000	
Department #: <u>1001 - 546050 - 2,441.00</u>	2. <input type="checkbox"/> GREATER THAN \$50,000	
Account #: <u>1002 - 546050 329.00</u>	3. <input checked="" type="checkbox"/> \$50,000 OR LESS	
Amount: <u>see above</u>		
Department: <u>PW</u>	Dept. Monitor Name: <u>awhy</u>	

<b>Purchasing Review</b>	
Procurement or Contract/Lease requirements are met:	
<u>DeRita Mason</u>	Date: <u>1-18-2022</u>
Purchasing Manager or designee	Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

<b>2CFR Compliance Review (if required)</b>	
Approved as written: <u>no federal buy</u>	Grant Name: _____
_____	Date: _____
Grants Coordinator	Suzanne Ulloa

<b>Risk Management Review</b>	
Approved as written: <u>see email attached</u>	Date: <u>1-18-2022</u>
_____	
Risk Manager or designee	Kristina LoFria

<b>County Attorney Review</b>	
Approved as written: <u>see email attached</u>	Date: <u>1-21-2022</u>
_____	
County Attorney	Lynn Hoshihara, Kerry Parsons or Designee

<b>Department Funding Review</b>	
Approved as written: _____	Date: _____

<b>IT Review (if applicable)</b>	
Approved as written: _____	Date: _____

## DeRita Mason

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**From:** Kristina LoFria  
**Sent:** Tuesday, January 18, 2022 2:09 PM  
**To:** DeRita Mason  
**Subject:** RE: ----- PLEASE SIGN ----- FW: Public Works Copiers New Contract

DeRita,

This is approved by Risk.

*Kristy LoFria*

Public Records & Contract Specialist  
302 N Wilson St Suite 301  
Crestview, Florida 32536  
[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)  
850-689-5979



For all things Wellness please visit:  
<http://www.myokaloosa.com/wellness>

**"When the winds of adversity blow against your boat, just adjust your sail."**

**"Don't aim for success if you want it; just do what you love and believe in, and it will come naturally." David Frost**

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.

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Tuesday, January 18, 2022 1:42 PM  
**To:** Kerry Parsons <[kparsons@myokaloosa.com](mailto:kparsons@myokaloosa.com)>  
**Cc:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>; Kristina LoFria <[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)>  
**Subject:** FW: ----- PLEASE SIGN ----- FW: Public Works Copiers New Contract

Good afternoon,  
Please review and approve the attached.  
Thank you,

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Friday, January 21, 2022 3:14 PM  
**To:** DeRita Mason; Kerry Parsons  
**Subject:** Re: ----- PLEASE SIGN ----- FW: Public Works Copiers New Contract

This is approved as to legal sufficiency.

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** DeRita Mason  
**Sent:** Tuesday, January 18, 2022 2:42:08 PM  
**To:** Kerry Parsons  
**Cc:** Lynn Hoshihara; Kristina LoFria  
**Subject:** FW: ----- PLEASE SIGN ----- FW: Public Works Copiers New Contract

Good afternoon,  
Please review and approve the attached.  
Thank you,

DeRita Mason



DeRita Mason, CFPB, NIGP-CFP  
Senior Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

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Printed Name & Title: Renee Salo 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.