

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/23/2020
Contract/Lease Control #: C20-2882-AP
Procurement#: NA
Contract/Lease Type: AGREEMENT
Award To/Lessee: CPC OFFICE TECHNOLOGIES
Owner/Lessor: OKALOOSA COUNTY
Effective Date: 11/01/2019
Expiration Date: 10/31/2023
Description of COPIER MAINTENANCE
Department: AP
Department Monitor: STAGE
Monitor's Telephone #: 850-651-7160
Monitor's FAX # or E-mail: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: 020-2882-AP Tracking Number: 3757-20
Procurement/Contractor/Lessee Name: GPC Office Grant Funded: YES ___ NO X
Purpose: amendment
Date/Term: ~~12-15-22~~ 1-31-23
Amount: _____
Department: AP
Dept. Monitor Name: Staje

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 1-6-20
Purchasing Director or designee Jeff Hyde, DeRita Mason, Jessica Darr

2CFR Compliance Review (if required)

Approved as written: no federal funds
_____ Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: no risk element
_____ Date: _____
Edith Gibson or Karen Donaldson

County Attorney Review

Approved as written: see email attached
_____ Date: 1-15-20
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received:
_____ Date: _____
Finance Manager or designee

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Wednesday, January 15, 2020 12:51 PM
To: DeRita Mason
Subject: RE: Copier Service Agreement for Coordination

This is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

The information contained in this e-mail message is intended for the personal and confidential use of the recipient(s) named above. This message and its attachments may be an attorney-client communication and, as such, is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone or e-mail and delete the original message. Thank you!

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Monday, January 6, 2020 2:09 PM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Subject: FW: Copier Service Agreement for Coordination

Please review and approve.

DeRita Mason



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536
(850) 689-5960
dmason@myokaloosa.com



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

WWW.CPCTEK.COM

Date _____ Purchase Order _____ Account Manager _____ Authorized Approval _____

Installation: Customer Information

Bill To: Customer Information

Company Name Destin Fort Walton Beach Airport		Company Name	
Address 1701 State Road 85 N		Address	
City, State Eglin AFB, FL	Zip 32542	City, State	Zip
Phone# (850) 671-7160	Fax#	Phone#	Fax#
Contact Allyson Oury	E-mail aoury@myokaloosa.com	Key Operator/Meter Readings Lindsay Larson	E-mail llarson@myokaloosa.com

Quantity	Product Description- Make, Model, Serial No & Meter Read	Refurb	Unit Price	Total
	New Maintenance agreement to include new copier	<input type="checkbox"/>		\$ 0.00
		<input type="checkbox"/>		\$ 0.00
	MX3071 - 95075474 ID 41117	<input type="checkbox"/>		\$ 0.00
	MX3071 - 95078410 ID 42449	<input type="checkbox"/>		\$ 0.00
	This Price is the State of Florida Pricing on Contract # 600-000-11-1	<input type="checkbox"/>		\$ 0.00
		<input type="checkbox"/>		\$ 0.00
	This Price remains in effect for 3 years	<input type="checkbox"/>		\$ 0.00
	Effective 1-31-2020 through 1-31-2023	<input type="checkbox"/>		\$ 0.00
	Includes Labor, Parts adn Supplies - Excludes Paper and Staples	<input type="checkbox"/>		\$ 0.00
		<input type="checkbox"/>		\$ 0.00
Sub-Total				\$ 0.00

Tax	
Total	\$ 0.00

TRANSACTION TYPE: LEASE- CASH- RENTAL-

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
Cost Per Click			.0086	.0475	Contract Type: (Choose One) All Inclusive- <input checked="" type="checkbox"/> Parts & Labor- <input type="checkbox"/> Color Supplies Not Included- <input type="checkbox"/> Other- <input checked="" type="checkbox"/> Staples/paper not included	Contract Coverage: YES- <input type="checkbox"/> NO- <input type="checkbox"/> Price: \$ _____ Term: _____ Months
Contract Start Date: 1/31/2020	Base Billing Frequency: Monthly- <input type="checkbox"/> Annual- <input type="checkbox"/> Quarterly- <input type="checkbox"/>		Overage/CPC Billing: Monthly- <input type="checkbox"/> Quarterly- <input checked="" type="checkbox"/> Bi-Annual- <input type="checkbox"/> Annual- <input type="checkbox"/>			

Special Instructions:

CONTRACT#: C20-2882-AP
 CPC OFFICE
 COPIER MAINTENANCE
 EXPIRES: 10/31/2023

By signing this document you acknowledge that the terms and conditions on the ba

This agreement shall not be binding on Copy Products Company until it is signed as accepted by a Manager.

Customer Representative
Jeffrey A Hyde 01/22/2020
 Authorized Signature _____ Date _____
 Printed Name & Title: Jeffrey A Hyde
Purchasing Manager

CPC Representative
Renee Salo 1/16/2020
 Authorized Signature _____ Date _____
 Printed Name & Title: Renee Salo Office Manager

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/18/2019

Contract/Lease Control #: C20-2882-AP

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CPC OFFICE TECHNOLOGIES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/01/2019

Expiration Date: 10/31/2022

Description of COPIER MAINTENANCE

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

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

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: new Tracking Number: 369020
Procurement/Contractor/Lessee Name: Office Technologies Grant Funded: YES ___ NO x
Purpose: maintenance agreement for new copiers
Date/Term: 10-31-22 1. GREATER THAN \$100,000
Amount: _____ 2. GREATER THAN \$50,000
Department: Accounts 3. \$50,000 OR LESS
Dept. Monitor Name: Stage

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 10-24-19
Purchasing Director or designee Jeff Hyde, DeRita Mason, Jessica Darr

2CFR Compliance Review (if required)

Approved as written: no technical issues Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: see email attached Date: 10-24-19
Edith Gibson or Karen Donaldson

County Attorney Review

Approved as written: see email attached Date: 11-4-19
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received: _____ Date: _____
Finance Manager or designee

DeRita Mason

From: Karen Donaldson
Sent: Thursday, October 24, 2019 2:24 PM
To: DeRita Mason
Subject: RE: Office Technologies Maintenance Agreement

DeRita

This is approved by risk management. There is no insurance element.

Thank you

Karen Donaldson

Karen Donaldson
Public Records and Contracts Specialist
Okaloosa County Risk Management
5479-B Old Bethel Rd.
Crestview, Fl. 32536
850.683.6207
KDonaldson@myokaloosa.com



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.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Thursday, October 24, 2019 12:34 PM
To: 'Parsons, Kerry' <KParsons@ngn-tally.com>
Cc: Karen Donaldson <kdonaldson@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Subject: FW: Office Technologies Maintenance Agreement

Please review and approve the attached.

Thank you,

DeRita Mason

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Monday, November 4, 2019 9:31 AM
To: DeRita Mason
Cc: Karen Donaldson; Lynn Hoshihara
Subject: RE: Office Technologies Maintenance Agreement

This is approved for legal purposes.

From: DeRita Mason [dmason@myokaloosa.com]
Sent: Thursday, October 24, 2019 1:33 PM
To: Parsons, Kerry
Cc: Karen Donaldson; Lynn Hoshihara
Subject: FW: Office Technologies Maintenance Agreement

Please review and approve the attached.

Thank you,

DeRita Mason



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536
(850) 689-5960
dmason@myokaloosa.com

"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."

From: Dave Miner <dminer@myokaloosa.com>
Sent: Thursday, October 24, 2019 10:51 AM
To: DeRita Mason <dmason@myokaloosa.com>
Cc: Allyson Oury <aoury@myokaloosa.com>
Subject: Office Technologies Maintenance Agreement

DeRita:

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.

Renee Salo revised per purchasing 1/31/2019

