

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/04/2022

Contract/Lease Control #: C17-2501-CT

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: COPY PRODUCTS COMPANY

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 12/21/2021

Expiration Date: 12/20/2022

Description of: COPIER MAINTENANCE AGREEMENT

Department: CT

Department Monitor: HUCKABEE

Monitor's Telephone #: 850-689-5066

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

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: C17-2501-CT Tracking Number: 41822
Procurement/Contractor/Lessee Name: Copy Products Grant Funded: YES ___ NO X
Purpose: copier agreement
Date/Term: _____ 1. GREATER THAN \$100,000
Department #: _____ } multiple accnts 2. GREATER THAN \$50,000
Account #: _____ 3. \$50,000 OR LESS
Amount: per copy
Department: CT Dept. Monitor Name: Huckabee

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 1-4-22
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jesica Darr, Angela Etheridge

2CFR Compliance Review (if required)

Approved as written: NO Federal Act Grant Name: _____

Date: _____
Grants Coordinator Suzanne Ulloa

Risk Management Review

Approved as written: see email attached Date: 1-4-22

Risk Manager or designee Kristina LoFria

County Attorney Review

Approved as written: see email attached Date: 1-4-22

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

From: Lynn Hoshihara
Sent: Tuesday, January 4, 2022 10:44 AM
To: DeRita Mason; Kristina LoFria
Cc: Kerry Parsons
Subject: Re: Copy Products Rate C172501CT Invoice 1962393

This is approved.

Lynn M. Hoshihara
County Attorney
Okaloosa County, Florida

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
Sent: Tuesday, January 4, 2022 11:01:24 AM
To: Kristina LoFria
Cc: Kerry Parsons; Lynn Hoshihara
Subject: RE: Copy Products Rate C172501CT Invoice 1962393

Sorry, I forgot to add the attachment.

DeRita Mason



DeRita Mason, CFPB, NIGP-CPP
Senior 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."

DeRita Mason

From: Kristina LoFria
Sent: Tuesday, January 4, 2022 10:45 AM
To: DeRita Mason
Subject: RE: Copy Products Rate C172501CT Invoice 1962393

DeRita,

This is approved by Risk

Kristy LoFria

Public Records & Contract Specialist
302 N Wilson St Suite 301
Crestview, Florida 32536
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.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Tuesday, January 4, 2022 10:01 AM
To: Kristina LoFria <klofria@myokaloosa.com>
Cc: Kerry Parsons <kparsons@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>
Subject: RE: Copy Products Rate C172501CT Invoice 1962393

Sorry, I forgot to add the attachment.

DeRita Mason

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.