

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT
TRACKING NO.

CM1512

CONTRACTOR INFORMATION

Name: CopyFax (Solid Waste)

Address: 6631 N. Executive Park Court, Suite 210 Jacksonville, Florida 32316
City State Zip

Contractor's Administrator Name: Richard Durant Title: Education and Government Sales Manager

Tel#: 904-296-1600 Ext. 2413 Fax#: 904-296-7111 Email: richarddurant@copyfax.com

CONTRACT INFORMATION

Contract Name: Maintenance and Supply Agreement for Ricoh MPC4000 Color Copier Contract Value: \$11,783.16

Brief Description: Piggyback contract from the University of Florida, Contract No. ITN07DD-162TC for a 36-month lease, maintenance and supply agreement for a Ricoh MPC4000 Color Copier. Monthly lease of \$247.31; maintenance and supply base monthly charge of \$80.00 includes up to 10,000 black and white prints per month excess black and white prints at \$.008 per print. All color prints at \$.075 per color print. Includes all toners and supplies except paper and staples.

Contract Dates 12/14/09 to 12/13/12 Status: ☒ New ☐ Renew ☐ Amend# ☐ WA/Task Order

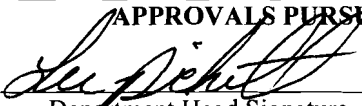

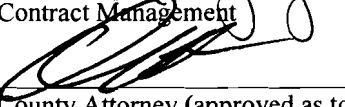
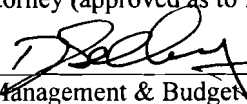
How Procured: ☐ Sole Source ☐ Single Source ☐ ITB ☐ RFP ☐ RFQ ☐ Coop. ☒ Other Piggyback Contract

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase ☐


New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1.		<u>11/16/09</u>	<u>70341534-544000</u>	<u>AT New Act</u> <u>70341534-546022</u> <u>09 NOV 17 AM 10:45</u>
	Department Head Signature	Date	Funding Source/Acct #	
2.		<u>11/17/09</u>		
	Contract Management	Date		
3.		<u>11/17/09</u>		
	County Attorney (approved as to form only)	Date		
4.		<u>11/17/09</u>		
	Office of Management & Budget	Date		

Comments: _____

COUNTY COORDINATOR – FINAL SIGNATURE APPROVAL


Edward Sealover

11/17/09
Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: _____ Clerk's Services; Contractor (original or certified copy)

Copy: _____ Department

_____ Office of Management & Budget

_____ Contract Management

_____ Clerk Finance

RECEIVED
CONTRACT MANAGEMENT
NOV 18 AM 10:33



OCTOBER 20, 2009

**PROPOSAL
FOR
NASSAU COUNTY
LANDFILL**

RICOH MPC4000 COLOR COPIER	\$205.46
PB3040 PAPER BANK	16.56
SR790 FINISHER	23.12
BRIDGE UNIT	2.17
LINE CONDITIONER	INCL

TOTAL MONTHLY LEASE \$247.31

UNIVERSITY OF FLORIDA ITN07DD-162TC

MAINTENANCE AND SUPPLY AGREEMENT

BASE MONTHLY CHARGE OF \$80.00 INCLUDES UP TO 10,000 BLACK AND WHITE PRINTS PER MONTH EXCESS BLACK AND WHITE PRINTS AT \$.008 PER PRINT. ALL COLOR PRINTS AT \$.075 PER COLOR PRINT. INCLUDES ALL TONERS AND SUPPLIES EXCEPT PAPER AND STAPLES.

36 MONTH LEASE

Jacksonville ♦♦♦♦
6631 N Executive Park Court
Suite 210
Jacksonville, FL 32216
Phone: 904.296.1600
Fax: 904.296.7111

Gainesville ♦♦♦♦
3210 SW 40th Blvd.
Suite A-2
Gainesville, FL 32608
Phone: 352.336.1771
Fax: 352.336.8151

St. Augustine ♦♦♦♦
140 Gateway Circle
Suite 1
St. Johns, FL 32259
Phone: 904.827.0178
Fax: 904.208.5105

Daytona Beach ♦♦♦♦
480 Fentress Blvd
Suite L
Daytona Beach, FL 32114
Phone: 386.252.2292
Fax: 386.252.0920

RICOH

University of Florida Campus Contract

Purchase / Lease / Full Maintenance

Schedule B to

Ricoh Master Pricing Agreement

Contract No.

ITN07DD-162TC

Copies Prints Developments Per Minute	Target Monthly Volume / Duty Cycle	Ricoh Equipment and Options Prices Per Unit	Ricoh Reorder Number	Customer Purchase Price	FMV		Service Pricing				National Service & Supplies Per Copy Charge																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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		+ LCIT PB3050 (2,000 Sheets)** + Internal Shift Sort Tray (SR3040)** + >FAC33 Cabinet Side LCT (RT3000) Inner 1-Bin Tray (BN3070)** + Caster Table Type A Punch Unit Nt PU3000 3/2 Hole Key Counter Bracket Type H + Copy Data Security Unit Type F Data Overwrite Security Unit Type H Optional Counter Interface Unit Type A VM Card Type 1 + File Format Converter Type E + 500 Sheet Finisher SR 3050** SR790 1,000 Sheet Finisher** Booklet Finisher SR3000** Bridge Unit BU3030** HDD Encryption Unit Type A Fax Options: + Fax Option Type C5000 G3 Interface Unit Type C5000 32MB Memory 400dpi/SAF Handset Type 1018** Connectivity Options: IEEE 1284 Interface Type A IEEE802.11a/g Wireless Type J Bluetooth Interface Type 3245 PostScript3 Unit Type C3300 Camera Direct Print Card Type G USB 2.0/SD Slot Type A Gigaset Ethernet Type B Finery Options: E3100 Finery Controller EFI Impose v2.7 Color Profiler Suite v2 w/ES-1000 Color Profiler Software v2 Upgrade ES-1000 Color Spectrophotometer EFI Hot Folders Auto Trapping Spot-On	415003 414719 413762 415005 414718 414557 412855 412552 413985 414002 413012 414710 414007 414130 412730 412851 414175 414021 414830 414706 001342MU 410781 411699 414008 412866 414721 414708 414678 414204 415012 414498 003115MU 003117MU 003116MU 413316 413316 413317	752 167 108 519 167 104 378 51 369 200 32 88 309 495 768 1,134 72 200 455 360 65 37 53 291 230 658 109 149 236 2,953 1,738 2,056 683 854 545 545 545	22.84 5.03 3.19 15.82 5.03 3.13 11.38 1.54 11.11 8.02 0.86 2.05 9.30 14.90 23.12 34.13 2.17 6.02 -14.00 10.84 1.96 1.11 1.60 6.76 6.92 19.81 3.28 4.48 7.10 88.88 52.31 81.86 20.56 25.71 16.40 16.40 16.40	15.27 3.39 2.15 10.54 3.39 2.11 7.67 1.04 7.49 4.06 0.65 1.38 6.27 10.05 15.59 23.02 1.46 4.06 9.44 7.21 1.32 0.75 1.08 6.91 4.67 13.36 2.21 3.02 4.79 58.95 35.28 41.72 13.86 17.34 11.06 11.06 11.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													</

University of Florida
Memorandum of Understanding (MOU)

Purpose: The intent of this document is to clearly outline the mutual understanding between the University of Florida ("University") and Ricoh Americas Corporation ("Vendor") surrounding our enhanced preferred relationship

	to Accept	
	Vendor Accept	University Accept
I. General Terms		
A. Agreement Length: 3 years with two (2) one-year options to extend	✓	
B. Effective Date: All pricing and incentive calculations will be effective as of 2 weeks from signature	✓	
C. Termination: Either party may terminate this Agreement without cause following ninety (90) days prior written notice to the other party	✓	
D. Master Lease Agreement: Equipment leasing will be subject to the terms of the University of Florida Master Lease Agreement for Copier Equipment and all terms and conditions contained therein. Each purchase order shall reference the agreement. [Please see attached TRD]	✓	
E. Invoicing and Payment Terms: Vendor and University will decide upon a mutually acceptable standard format for invoicing. Invoices shall be made available both electronically and as traditional paper invoices. Payment terms will be net 30 days. Equipment and maintenance will be itemized separately on invoices	✓	
F. Entities Covered: The terms and conditions of this agreement will apply to all the other state universities, community colleges, district school boards, educational institutions and governmental agencies within the State of Florida	✓	
G. Annual Contract Review: Vendor and University will review contract terms, conditions, & pricing on an annual basis to ensure agreement continues to meet both parties needs	✓	
H. Contract Administration and Implementation: All contract administration will be the responsibility of Ricoh Americas Corporation. Purchase Orders and billing will be the responsibility of a designated contract administrator. All purchase orders and change orders are to be sent to authorized local distributors of Ricoh family products. Each purchase order shall reference this solicitation (ITN070D-1607C). Ricoh Americas Corporation is responsible for administration, implementation, and reporting under this agreement	✓	
I. Governance: In the event of a conflict between documents, any Amendments or final Awards shall be first control, then this Agreement (MOU), then the Invitation to Negotiate, and finally Vendor's General Terms and Conditions of Sale	✓	

	to Accept	
	Vendor Accept	University Accept
II. Service Level Expectations		
A. Shipping: Vendor will deliver all products FOB destination within 30 days of receipt of the purchase order. Vendor shall have complete responsibility for the items or system until it is in place and working and is responsible for all costs for delivery and installation	✓	
B. Service Response Time: Authorized dealer technician or repair unit will be on site within four (4) working hours after receiving calls for service. Working hours are defined as 8:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and University holidays	✓	
C. Loan units: In the event that a unit is not in good working condition within 16 hours of a service request, the customer shall be provided a loan machine of similar functionality and specifications at no additional charge and be reported to Purchasing for remediation review	✓	
D. Service call assignment and infrastructure: The Vendor will use its own appropriate help desk to provide support, including creating problem tickets and work orders and assigning responsibility to the appropriate Vendor resource. The Vendor will use its own appropriate internal group to provide server, network, and infrastructure support services	✓	
E. Repair and replacement of malfunctioning units: Copiers that average two (2) malfunctions within a thirty (30) day period requiring contractor correction shall be replaced with a unit of the same functionality and similar specifications at no additional charge	✓	
F. Part availability and warranty: Contract certifies replacement part availability for seven (7) years from the original procurement date (purchase or lease) and repair parts will be stocked at all service locations. Replacement parts must be new or functionally equivalent to new in performance and reliability and warranted as new	✓	
G. Vendor Shows: Vendor will work with Purchasing to coordinate at least 1 road show to educate/introduce users to new products. Vendor will also participate in the annual "Sustainability Vendor Show"	✓	
H. Other Services: Vendor & University will jointly determine additional service level expectations within 50 days of the signed agreement	✓	

	to Accept	
	Vendor Accept	University Accept
III. Pricing & Financial Incentives		
A. Equipment pricing: Pricing shall consist of a discount off the supplied list price on the base model and common accessories. Accessories added that are not listed specifically shall be discounted off of manufacturers list. See Attachment A for current pricing	✓	
B. Recurring Maintenance: Maintenance agreements will be based on actual copy volumes and calculated on invoices based on click charges for black and white prints and color prints according to rates listed on Attachment C. This maintenance charge includes full-coverage maintenance including preventative maintenance, all service calls and replacement of defective or worn parts, and all consumable supplies exclusive on y of staples and paper. Maintenance agreements shall be billed quarterly	✓	
C. Lease Factors: Vendors will provide users the option to lease equipment for either a 36 or 60 month period with Ricoh holding title to the lease at all times. Lease factors will be reviewed annually for adjustment purposes (increase or decrease) in business review. Lease factors are listed on Attachment D	✓	
D. Non-copier Equipment: Non-copier equipment pricing and service is listed per Attachment E	✓	
E. New Product Introductions: Vendor will notify University purchasing department quarterly of new product introductions and provide all necessary and requested documentation, information, and knowledge capital to the University prior to the start of support of a new device of functionality	✓	
F. New Product Pricing: If a new product is introduced in place of a retired model, University shall receive the discount corresponding to the retired model/product category off of the list price in accordance with Attachment B. In the event a new category of products is introduced in a category, University and Vendor will negotiate a mutually agreed upon discount for all products in that category	✓	
G. Price Adjustments: Attachment A prices will be updated with Vendor's current list prices and appropriate category discounts. Attachment B) Vendor will communicate changes in prices with University	✓	
H. Rebate: Vendor shall provide University a 2.5% transactional rebate of spend referencing this contract (including other entities) to be paid quarterly and accompanied with a appropriate documentation to Purchasing	✓	
I. Large Orders: Vendor willing to discount orders exceeding \$100,000 by 5% on hardware and orders exceeding \$250,000 by 10% for the first year of the contract as well as extend this offer and additional deep discounts for large one-time orders on a case by case basis	✓	
J. Retroactive Plan Conversion: Vendor will convert recurring maintenance charges on leased and purchased units to the new maintenance click charges per Attachment C if purchased or leased in the last 60 days from the date of this signed agreement and will provide Purchasing with appropriate documentation	✓	

University of Florida
Memorandum of Understanding (MOU)

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IV. Management & Reporting

	Vendor Accept	University Accept
A. Account Management: Vendor will designate a dedicated account team to assist in all activities associated with the service and maintenance of the account as outlined in Vendor response. Vendor will notify University Purchasing Department of any changes to the account team.	✓	
B. Quarterly Business Review Meetings: To maintain partnership, Vendor will meet at least on a semi-annual basis with University account management to discuss vendor performance and review reporting. Vendor shall present recommendations to further reduce product costs related to University purchases as they become apparent.	✓	
C. Ordering Website: Vendor will maintain a customized website through which University personnel can review product information, configure equipment, and review contract pricing. Energy Star compliant products will be prominent in the site. Off-Purchasing Cards and Purchase Orders will be accepted in the site.	✓	
D. Reporting: Vendor will provide University with detailed reporting, electronic as outlined in the ITN as requested. Requirements will be discussed during contract implementation.	✓	
E. List Price: List prices will be available to University in Electronic format upon request. Each price sheet will identify source and date.	✓	
F. Remediation: Vendor will produce audit tool as mutually agreed upon by the parties in writing to be utilized by UF personnel. In the event pricing or discount levels reflected on invoices do not match the pricing levels as stated in the agreement, University and Vendor will work together to calculate and issue an appropriate credit. Compliance will begin being monitored and recorded 2 weeks from signature date.	✓	

Signed by: _____

Vendor

Date: _____

Signed by: _____

University


Date: _____

1.0 STATEMENT OF WORK

1.1 Summary

The University of Florida is soliciting proposals from interested vendors to furnish proposals for Multifunctional & Specialty Application Copiers. The purpose of this solicitation is to establish a three-year agreement by which the University may purchase, lease and provide maintenance of office copiers with two 1-year renewal options based on performance. The University anticipates spending over \$9M on this equipment over the course of the initial 3-year contract term.

1.2 Coverage and Participation



The intended coverage of this ITN and any Agreement resulting from this solicitation shall be for the use of all Departments at the University of Florida. With the consent and agreement of the Successful Vendor, the other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the State of Florida, may assess an Agreement resulting from this solicitation issued and administrated by the University of Florida.

The University reserves the right to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability of any kind or amount.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

2.1 Original ITN Document

Purchasing Services shall retain the ITN, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 University Demographics

The University of Florida is a major public land-grant research university. The state's oldest, largest, and most comprehensive university, the University of Florida is among the nation's most academically diverse public universities. The University has a long history of established programs in international education, research, and service. It is one of only 17 public land-grant universities that belong to the Association of American Universities. With more than 46,000 students, the University of Florida is now one of the five largest universities in the nation.

The University of Florida has a 2,000-acre campus and more than 900 buildings (including 170 with classrooms and laboratories). The northeast corner of campus is listed as a historic district on the National Register of Historic Places.

The University's extensive capital improvement program has resulted in facilities ideal for 21st century research including the McKnight Brain Institute, the new Health Professions, Nursing and Pharmacy Building, the Genetics and Cancer Research Center, and the Proton-beam Therapy Center located in Jacksonville. Overall, the university's current facilities have a book value of more than \$1 billion and a replacement value of \$2 billion.

For any additional information about the University of Florida, please visit the University's Internet web page at: www.ufl.edu.



November 18, 2009

Nassau County
Board of County Commissioner
Charlotte Young

Charlotte,

Copyfax, Inc. will honor the University of Florida contract ITN07DD-162TC and the State of Florida contract 600-340-06-1 for the entire term of the lease agreements with Nassau County.

Copyfax, Inc. will also provide all the maintenance and supply agreements for these contract.

Sincerely,

Richard Durant
Government Manager

Jacksonville ♦♦♦
6631 N Executive Park Court
Suite 210
Jacksonville, FL 32216
Phone: 904.296.1600
Fax: 904.296.7111

Gainesville ♦♦♦
3210 SW 40th Blvd.
Suite A-2
Gainesville, FL 32608
Phone: 352.336.1771
Fax: 352.336.8151

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140 Gateway Circle
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Fax: 904.208.5105

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480 Fentress Blvd
Suite L
Daytona Beach, FL 32114
Phone: 386.252.2292
Fax: 386.252.0920