

05-11-176

# CONTRACT APPROVAL FORM

RECEIVED  
CONTRACT MANAGEMENT  
2012 FEB 24 AM 10: 27

(Contract Management Use only)  
**CONTRACT TRACKING NO.**  
**CM1833**

## CONTRACTOR INFORMATION

Name: CopyFax  
Address: 6631 N. Executive Park Court, Suite 210 Jacksonville, FL 32216  
City State Zip  
Contractor's Administrator Name: Rich Durand Title: \_\_\_\_\_  
Tel#: 904-296-1600 Fax: 904-296-7111 Email: \_\_\_\_\_

## CONTRACT INFORMATION

Contract Name: Ricoh Copier Lease/Maintenance Agreement Contract Value: \$13,581.60

Brief Description: 5-year lease agreement and maintenance agreement from the University of Florida, Contract No. ITN07DD-162YC; Lease for 60 months @ \$126.36 per month; Maintenance & Supply based on monthly cost of \$100.00

Contract Dates : From: 5-years from date of installation Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other  Piggyback – University of FL

### 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

- Danny Mc 2/23/12 01253525-54000-544000  
Department Head Signature Date Funding Source/Acct #
- Charlotte Young 2/24/12  
Contract Management Date
- [Signature] 3-1-12  
County Attorney (approved as to form only) Date
- [Signature] 3-8-12  
Office of Management & Budget Date

Comments: \_\_\_\_\_

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 3/8/12  
Ted Selby Date

12 MAR -1 PM 3:05

### 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  
2012 MAR -9 AM 10: 09



RECEIVED

CONTRACT MANAGEMENT

2012 JAN 30 PM 12:40

JANUARY 26, 2012

## PROPOSAL FOR NASSAU COUNTY EMERGENCY MANAGEMENT

RICOH MPC4501 COLOR COPIER  
PB3100 PAPER BANK  
SR3030 STAPLER/FINISHER  
BRIDGE UNIT BU3030  
PUNCH UNIT 3260  
FAX OPTION TYPE C5501

FEATURES: 45 PRINTS PER MINUTE  
SCAN-PRINT-COPY-FAX  
SORT-STAPLE-PUNCH

### LEASE OPTIONS

36 MONTHS @ \$180.73 PER MONTH  
48 MONTHS @ \$148.02 PER MONTH  
60 MONTHS @ \$126.36 PER MONTH ✓

UNIVERSITY OF FLORIDA ITN07DD-162YC

### MAINTENANCE AND SUPPLY AGREEMENT

TO INCLUDE ALL PARTS, LABOR, SERVICE CALLS AND SUPPLIES EXCEPT PAPER AND STAPLES. BASE MONTHLY COST OF \$100.00 INCLUDES 5,000 B & W AND 1,000 COLOR PRINTS. EXCESS B & W @ \$.0069 PER PRINT. EXCESS COLOR PRINTS AT \$.065 PER PRINT.

**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 SAVIN LANIER

University of Florida Campus Contract

Purchase / Lease / Full Maintenance

Schedule B to

Ricoh Master Pricing Agreement

Contract No: ITN07DD-162YC

Effective:  
August 8, 2011

Copies Prints Developments Per Minute	Ricoh / Savin / Lanier Equipment and Options Prices Per Unit	Ricoh Reorder Number	Savin Reorder Number	Lanier Reorder Number	Aug-11 Suggested Retail Price	Customer Purchase Price	FMV	FMV	FMV	Ricoh All-Inclusive CPC Service Plan Monthly & Annual Plans Exclude Supplies	
							Lease 36 Monthly Payments	Lease 48 Monthly Payments	Lease 60 Monthly Payments		
478	45 Color / 45 B&W	Ricoh MP C4501**/Savin C9145**/Lanier LD645C**	415402	415402	415402	\$16,010	\$3,969	\$114.66	\$93.91	\$80.17	\$0.009 b&w / \$0.075 Color
479	45 Color / 45 B&W	Ricoh MP C4501A**/Savin C9145A**/Lanier LD645CA**	415408	415408	415408	\$16,680	\$6,132	\$177.15	\$145.08	\$123.87	\$0.008 b&w / \$0.066 Color
481	55 Color / 55 B&W	Ricoh MP C5501**/Savin C9155**/Lanier LD655C**	415417	415417	415417	\$19,780	\$6,110	\$176.52	\$144.56	\$123.42	\$0.009 b&w / \$0.075 Color
482	55 Color / 55 B&W	Ricoh MP C5501A**/Savin C9155A**/Lanier LD655CA**	415423	415423	415423	\$20,460	\$7,422	\$214.42	\$175.60	\$149.92	\$0.0079 b&w / \$0.0653 Color
483		15 Amp Network Power Filter	002658MIU	002658MIU	002658MIU	175	70	2.02	1.66	1.41	
484		Basic Network / Scanning Connection	NWSC	NWSC.2	NWSC.2	400	125	3.61	2.96	2.53	
485		Paper Feed Unit PB3100**	415455	415455	415455	1,780	473	13.66	11.19	9.55	
486		LCIT PB3110**	415453	415453	415453	1,990	530	15.31	12.54	10.71	
487		>FAC33 Cabinet	413762	413762	413762	205	98	2.83	2.32	1.98	
488		LCIT RT3010	415451	415451	415451	1,892	462	13.35	10.93	9.33	
489		Internal Shift Sort Tray (SH3040)**	414719	414719	414719	338	153	4.42	3.62	3.09	
490		Side Tray Type C5501**	415448	415448	415448	635	184	5.32	4.35	3.72	
491		Bridge Unit BU3030**	414175	414175	414175	230	72	2.08	1.70	1.45	
492		SR790 1,000 Sheet Finisher**	412730	412730	412730	1,480	690	19.93	16.33	13.94	
493		SR3020 2000-Sheet Booklet Finisher**	413323	413323	413323	4,110	1,535	44.35	36.32	31.01	
494		SR3030 3000-Sheet Finisher**	413325	413325	413325	2,860	1,193	34.47	28.23	24.10	
495		Punch Unit Type 3260	412209	412209	412209	920	217	6.27	5.13	4.38	
496		1-Bin Tray BN3080**	415456	415456	415456	550	118	3.41	2.79	2.38	
497		Data Overwrite Security Unit Type H	414002	414002	414002	390	167	4.82	3.95	3.37	
498		Envelope Feeder EF3000**	415494	415494	415494	280	109	3.15	2.58	2.20	
499		Key Counter Bracket Type H	412552	412552	412552	100	48	1.39	1.14	0.97	
500		Optional Counter Interface Unit Type A	413012	413012	413012	62	31	0.90	0.73	0.63	
501		Platen Cover Type 3800C	412551	412551	412551	95	45	1.30	1.06	0.91	
502		Card Reader Bracket Type C5501	415495	415495	415495	151	59	1.70	1.40	1.19	
503		Scanner Accessibility Option Type C5000	414676	414676	414676	1,670	813	23.49	19.24	16.42	
504		Copy Data Security Unit Type F	413985	413985	413985	710	353	10.20	8.35	7.13	
505		<b>Fax Options:</b>									
506		Fax Option Type C5501**	415489	415489	415489	1,375	332	9.59	7.86	6.71	
507		G3 Interface Unit Type C5000	414706	414706	414706	700	204	5.89	4.83	4.12	
508		Handset Type 1018**	410781	410781	410781	88	36	1.04	0.85	0.73	
509		32MB Memory 400dpi/SAF	001342MIU	001342MIU	001342MIU	195	25	0.72	0.59	0.51	
510		<b>Connectivity Options:</b>									
511		IEEE802.11a/g Wireless Type J	414008	414008	414008	565	291	8.41	6.89	5.88	
512		IEEE 1284 Interface Type A	411699	411699	411699	105	48	1.39	1.14	0.97	
513		Gigabit Ethernet Type B	414204	414204	414204	460	235	6.79	5.56	4.75	
514		Camera Direct Print Card Type I	415575	415575	415575	287	26	0.75	0.62	0.53	
515		PostScript3 Unit Type C5501	415483	415483	415483	611	293	8.46	6.93	5.92	
516		USB 2.0/SD Slot Type F	415673	415673	415673	356	145	4.19	3.43	2.93	
517		File Format Converter Type E	414007	414007	414007	605	300	8.67	7.10	6.06	
518		HotSpot MFP Option Type E	415621	415621	415621	1,215	599	17.31	14.17	12.10	
519		E-5200 Fiery Controller	415677	415677	415677	5,000	2,691	77.74	63.67	54.36	
520		IPDS	415480	415480	415480	924	585	16.90	13.84	11.82	
521		EFI SeeQuence Impose	404336	404336	404336	2,500	1,602	46.28	37.90	32.36	



Office of the Vice President  
and Chief Financial Officer  
Finance and Accounting Division  
Purchasing and Disbursement Services  
<http://purchasing.ufl.edu/>

102 Elmore Hall  
PO Box 115250  
Gainesville, FL 32611-5250  
352-392-1331  
352-392-8837 Fax

September 23, 2011

Ricoh Americas Corporation  
Attn: Jay Milner  
[Jay.Milner@ricoh-usa.com](mailto:Jay.Milner@ricoh-usa.com)

RE: ITN07DD-162YC - Multifunctional & Specialty Application Copiers

Dear Jay:

The University of Florida desires to exercise the optional renewal clause and renew your contract, under the same terms and conditions, from November 1, 2011, through October 31, 2012, or until a new contract is awarded, whichever comes first.

All General and Special Conditions, including any special provisions which may have been mutually accepted during the term of the agreement, will remain in effect during the renewal period.

If this renewal meets with your approval, please indicate your acceptance, with an authorized signature and return as soon as possible.

Please contact me if you have any questions concerning this renewal option.

Sincerely,

Karen Olitsky  
Purchasing Agent  
[kolitsk@ufl.edu](mailto:kolitsk@ufl.edu)

Accepted by:   
Print Name: Vince Roma, VP, Business Development  
Date: September 23, 2011

Ricoh Americas Corporation

*The Foundation for The Gator Nation*

An Equal Opportunity Institution

The screenshot shows the top portion of the UF Purchasing website. At the top left is the 'UF UNIVERSITY of FLORIDA' logo. To its right is the word 'PURCHASING' in large, bold letters, with 'MAIN | LINKS | BUSINESS AFFAIRS' underneath. Below this is a navigation menu with items like 'PEOPLESOFT', 'MYUF MARKET', 'HELPFUL HINTS', 'SPECIAL UF PRICING', 'CONTRACTS', 'FORMS', 'INFORMATION FOR VENDORS', 'PURCHASING DIRECTIVES', 'STAFF AND FUNCTIONS', 'SCHEDULE OF BIDS', 'PURCHASING CARDS', 'LEASE OF SPACE', and 'MOVING'. A search bar is located at the bottom left of the menu area.

Revised: April 17, 2009

**COPIERS**

**CONTRACTS**

## ITN07DD-162YC - Multifunctional & Specialty Application Copiers

**Effective Dates: 11/01/2007-10/31/2011**

### Vendors:

- **Canon USA**
- **Konica Minolta Business Solutions USA**
- **Ricoh Americas Corporation**

### On this page:

Needs Assessment and Pre-Decision Consideration

Contract coverage and pricing:

- Copiers for Purchase
- Lease Rates and Pricing
- Recurring Maintenance and Charges per Copy Rates
- Category Discounts
- Non-Copier Equipment Pricing

Frequently Asked Questions

Sample Requisitions

### **Before making a decision, consider the following:**

- **Volume:** What is the monthly volume on your present copier or your estimated monthly volume if you are not replacing an existing machine?
  - Click here for the average copies used per month based on copier speeds from historical UF data.

Purchasing Site

Search


SEARCH

## 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 administered 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](http://www.ufl.edu).

**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*

I. General Terms	to Accept	
	Vendor Accept	University Accept
<b>A. Agreement Length:</b> 3 years with two (2) one-year options to extend	✓	
<b>B. Effective Date:</b> All pricing and incentive calculations will be effective as of 2 weeks from signature	✓	
<b>C. Termination:</b> Either party may terminate this Agreement without cause following ninety (90) days prior written notice to the other party	✓	
<b>D. Master Lease Agreement:</b> 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]	✓	
<b>E. Invoicing and Payment Terms:</b> 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.	✓	
<b>F. Entities Covered:</b> 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.	✓	
<b>G. Annual Contract Review:</b> Vendor and University will review contract terms, conditions & pricing on an annual basis to ensure agreement continues to meet both parties needs.	✓	
<b>H. Contract Administration and Implementation:</b> 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 (ITN07DD-1627C). Ricoh Americas Corporation is responsible for administration, implementation, and reporting under this agreement.	✓	
<b>I. Governance:</b> 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.	✓	

II. Service Level Expectations	to Accept	
	Vendor Accept	University Accept
<b>A. Shipping:</b> Vendor will deliver all products FOB destination within 20 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>B. Service Response Time:</b> 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.	✓	
<b>C. Loan units:</b> 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/renew.	✓	
<b>D. Service call assignment and infrastructure:</b> 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.	✓	
<b>E. Repair and replacement of malfunctioning units:</b> 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.	✓	
<b>F. Part availability and warranty:</b> 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.	✓	
<b>G. Vendor Shows:</b> 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."	✓	
<b>H. Other Services:</b> Vendor & University will jointly determine additional service level expectations within 60 days of the signed agreement.	✓	

III. Pricing & Financial Incentives	to Accept	
	Vendor Accept	University Accept
<b>A. Equipment pricing:</b> 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 manufacturer's list. See Attachment A for current pricing.	✓	
<b>B. Recurring Maintenance:</b> 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 only of staples and paper. Maintenance agreements shall be billed quarterly.	✓	
<b>C. Lease Factors:</b> Vendors will provide users the option to lease equipment for either a 35 or 60 month period with Ricoh retaining 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.	✓	
<b>D. Non-copier Equipment:</b> Non-copier equipment pricing and service is listed per Attachment E.	✓	
<b>E. New Product Introductions:</b> 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.	✓	
<b>F. New Product Pricing:</b> 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.	✓	
<b>G. Price Adjustments:</b> 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.	✓	
<b>H. Rebate:</b> 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.	✓	
<b>I. Large Orders:</b> 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.	✓	
<b>J. Retroactive Plan Conversion:</b> 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.	✓	

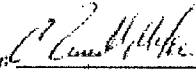
**University of Florida  
Memorandum of Understanding (MOU)**

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**IV. Management & Reporting**

	Vendor Accept	University Accept
<b>A. Account Management:</b> 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>B. Quarterly Business Review Meetings:</b> 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.	✓	
<b>C. Ordering Website:</b> 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. UF Purchasing Cards and Purchase Orders will be accepted in the site.	✓	
<b>D. Reporting:</b> Vendor will provide University with detailed reporting (electronic) as outlined in the ITN as requested. Requirements will be discussed during contract implementation.	✓	
<b>E. List Price:</b> List prices will be available to University in Electronic format upon request. Each price sheet will identify source and date.	✓	
<b>F. Remediation:</b> 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: 

Date: 10/19/07

Signed by:   
University

Date: 10/30/07