

CONTRACT APPROVAL FORM

RECEIVED
CONTRACT MANAGEMENT

2014 JAN 23 PM 3:33

(Contract Management Use only)
CONTRACT TRACKING NO.
cm1919-16

CONTRACTOR INFORMATION

Name: Copy fax
Address: 4631 N. Executive Park Jacksonville FL 32216
Contractor's Administrator Name: Richard Durant City: _____ State: _____ Zip: _____ Title: Education and Government
Tel#: 904-296-1600 Fax: 904-296-7111 Email: richard.durant@copyfax.com Sales

CONTRACT INFORMATION

Contract Name: Copy fax Contract Value: \$7929,28 inc
Brief Description: copier lease + maintenance + supply agreement for 48 months
Contract Dates: From: _____ to _____ Status: New Renew Amend# _____ WA/Task Order

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

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>[Signature]</u>
Department Head Signature | <u>1/23/14</u>
Date | <u>04621562-544011</u>
Funding Source/Acct # | <u>\$5,657.28</u>
- lease |
| 2. | <u>[Signature]</u>
Contract Management | <u>1-27-14</u>
Date | <u>04621562-546022</u>
BT Needed | <u>\$2,272.00</u>
- maintenance |
| 3. | <u>[Signature]</u>
Office of Management & Budget | <u>1-30-14</u>
Date | <u>CW 1-28-14</u>
Date | |
| 4. | <u>[Signature]</u>
County Attorney (approved as to form only) | <u>1-31-14</u>
Date | | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature]
Ted Selby Date: 2/3/14

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

2014 JAN 31 AM 10:20

2014 FEB -3 PM 2:16

CONTRACT MANAGEMENT

CONTRACT MANAGEMENT

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COUNTY MANAGER'S OFFICE
14 JAN 31 PM 2:45

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COUNTY MANAGER'S OFFICE
14 JAN 27 PM 3:18

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COUNTY MANAGER'S OFFICE



JANUARY 15, 2014

**PROPOSAL
FOR
NASSAU COUNTY ANIMAL CONTROL**

RICOH MPC4503 COLOR COPIER	\$ 97.68
PAPERFEED UNIT 3160	11.62
INTERNAL FINISHER 3352	8.56

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


LEASE OPTION


48 MONTHS @ \$117.86 PER MONTH


UNIVERSITY OF SOUTH FLORIDA 9-13-G


MAINTENANCE AND SUPPLY AGREEMENT

TO INCLUDE ALL PARTS, LABOR, SERVICE CALLS AND SUPPLIES EXCEPT PAPER AND STAPLES. BASE QUARTERLY COST OF \$142.00 INCLUDES 18,000 B & W PRINTS. EXCESS B & W PRINTS AT \$.0079 PER PRINT. ALL COLOR PRINTS AT \$.045 PER COLOR 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

Cindy Wood

From: Cindy Wood
Sent: Tuesday, January 28, 2014 1:38 PM
To: Ruth Kitchens
Subject: CopyFax - New Copier & Maintenance Agreement
Attachments: 20140128133125.pdf

Hi Ruth -

I have updated the attached Contract Approval Form to include an additional account number, in order to cover your quarterly copier maintenance. The lease payment should be charged to 544011 and the quarterly maintenance/excess prints should be charged to 546022.

Do you have any idea when the copier is to be installed? You will need to prepare & submit a budget transfer moving funding into 04621562-546022, but with no install date on the Contract Approval Form, I am not sure how much to tell you to move.

Thanks

Cindy Wood

Budget Coordinator
Nassau County Office of Management & Budget
96135 Nassau Place, Ste 2
Yulee, FL 32097
(904)491-7370 Ext 2830
(904)321-5917 FAX
cwood@nassaucountyfl.com