

(Contract Management Use only)

# CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

**CM 1919-15**

## CONTRACTOR INFORMATION

Name: CopyFax (authorized dealer for Ricoh Americas)

Address: 6631 N. Executive Park Court Jacksonville FL 32216  
City State Zip

Contractor's Administrator Name: Rich Durant Title: Government Sales Rep

Tel#: 904-296-1600 Fax: \_\_\_\_\_ Email: Richard.durant@copyfax.com

## CONTRACT INFORMATION

Contract Name: Lease, maintenance and supply agreement for MP5502SP copier Contract Value: \$11,494.44

Brief Description: 36 month agreement for MP5502SP copier/printer- Piggyback on USF 9-13-G- Master Piggyback Agreement already approved by Board for State Attorneys office

Contract Dates : From: upon delivery to 36 months after delivery Status:  New  Renew  Amend# \_\_\_\_\_ Work 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: \_\_\_\_\_

RECEIVED  
 COUNTY MANAGERS  
 OFFICE  
 14 JAN 31 PM 2:15

## APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- Stalmond 1/14/14 01164602-544000 - lease  
Department Head Signature Date Funding Source/Acct #
- Charlotte Young 1/27/14 01164602-546020 - maint.  
Contract Management Date
- [Signature] 1-30-14  
Office of Management & Budget Date
- [Signature] 1-31-14  
County Attorney (approved as to form only) Date

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

## COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 2/3/14  
Ted Selby Date

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 OFFICE  
 14 JAN 27 PM 3:18

## 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 FEB -3 PM 2:15

CONTRACT MANAGEMENT

RECEIVED

RECEIVED



JANUARY 8, 2014

**PROPOSAL  
FOR  
NASSAU COUNTY  
STATE ATTORNEY'S OFFICE**

RICOH MP5502SP COPIER	\$ 116.04
PB3130 PAPER FEED UNIT	14.21
SR3120 STAPLER FINISHER	35.91
BRIDGE UNIT BU3060	2.17
PUNCH UNIT 3030	6.53
FAX OPTION 5002	9.69
POSTSCRIPT 3	7.71
FILE FORMAT CONVERTER	9.03
<b>TOTAL MONTHLY LEASE</b>	<b>\$ 201.29</b>

**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 MONTHLY COST OF \$118.00 INCLUDES 20,000 PRINTS EXCESS PRINTS AT \$.0059 PER PRINT.

**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



**Dawn Krass**

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**From:** Cindy Wood  
**Sent:** Thursday, January 23, 2014 11:19 AM  
**To:** Dawn Krass  
**Subject:** RE: Copier/Printer for State Attorney's Office  
01164602-544000  
01164602-546020

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**From:** Dawn Krass  
**Sent:** Wednesday, January 22, 2014 4:20 PM  
**To:** Cindy Wood  
**Cc:** Dawn Krass  
**Subject:** Copier/Printer for State Attorney's Office

Cindy,

I have a request for a new lease, maintenance, and supply agreement from Copyfax for the State Attorney's Office(SAO). SAO advises that the Board pays for their technology (copiers/printers etc). Do you have the account number(s) that will be used for this funding? I have attached the packet for your reference.

Thanks!

*Dawn M. Krass*  
Contract Specialist  
Nassau County Contract Management  
96135 Nassau Place, Suite 6  
Yulee, Florida 32097  
Phone: (904)491-7377 ext 1097  
Fax: (904) 321-2658  
Email: [dkrass@nassaucountyfl.com](mailto:dkrass@nassaucountyfl.com)