

(Contract Management Use only)

CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

CM1919-22

CONTRACTOR INFORMATION

Name: Ricoh Americas Corp -through CopyFax, Inc

Address: P.O. Box 41602, Philadelphia, PA 19101-1602 6631 N Executive Pk Court, Suite 210 Jacksonville, FL 32216

Contractor's Administrator Name: Richard Durrant Title: Education & Government Sales Manager

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

CONTRACT INFORMATION

Contract Name: Lease agreement for Ricoh Color Copier MPC4503 Contract Value: \$4,372.56

Brief Description: 36 month lease agreement for Ricoh Color Copier MPC4503 at \$121.46 per month. University of South Florida 9-13 G contract. Replacing owned Savin C2408 copier (unable to get repair parts for the Savin, cannot utilize scan function or do any printing from computers, only copy mode works)

Contract Dates : From: 7/1/15 to 6/30/18 Status: X 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>Michael Griffin</u>
Department Head Signature | <u>5-19-15</u>
Date | Charges based on usage
Funding Source/Acct #
45246515-544000 |
| 2. | <u>Charlotte Young</u>
Contract Management | <u>5-20-15</u>
Date | 45245524-544000
45249515-544000 |
| 3. | <u>[Signature]</u>
Office of Management & Budget | <u>5-26-15</u>
Date | |
| 4. | <u>[Signature]</u>
County Attorney (approved as to form only) | <u>5-26-15</u>
Date | |

15 MAY 20 AM 11:52

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 5/27/15
 Ted Selby 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



MAY 18, 2015

**PROPOSAL
FOR
NASSAU COUNTY
BUILDING DEPARTMENT**

RICOH MPC4503 COLOR COPIER	\$ 119.47
CABINET TYPE F	1.99

FEATURES: **45 PRINTS PER MINUTE**
2 550 SHEET PAPER DRAWERS
SCAN-PRINT-COPY
DUAL SCAN DOCUMENT FEEDER

36 MONTH LEASE AT \$121.46 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 AT \$.0059 PER
B & W PRINT AND \$.045 PER COLOR PRINT.**

Jacksonville ◆◆◆
8475 Western Way
Suite 110
Jacksonville, FL 32256
Phone: 904.296.1600
Fax: 904.296.7111

Gainesville ◆◆◆
605 NW 53rd Avenue
Suite B
Gainesville, FL 32609
Phone: 352.336.1771
Fax: 352.336.8151

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

Re: RICOH MPC4503 PROPOSAL

Richard Durant <richard.durant@copyfax.com>

Mon 5/18/2015 11:48 AM

Diane Griffin <dgriffin@nassaucountyfl.com>:

Yes. If you would like to see one. Janet Wylie has one in her department. Let me know if you want a copy of brochure.

On Mon, May 18, 2015 at 11:17 AM, Diane Griffin <dgriffin@nassaucountyfl.com> wrote:

Thank you. Do you have a brochure on the machine?

Diane

From: Richard Durant <richard.durant@copyfax.com>

Sent: Monday, May 18, 2015 10:42 AM

To: Diane Griffin

Subject: RICOH MPC4503 PROPOSAL

Diane,

Proposal and price sheet attached. That should be all you need to go with your requisition. The purchase order only needs to be for 3 months (July, August and Sept.). We will install in June and first payment due in July.

Have a great day.

Rich