

CS-14-176

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1919-23

## CONTRACTOR INFORMATION

Name: CopyFax, Inc

Address: 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: Maintenance and Supply Agreement for Ricoh Color Copier MPC4503 Contract Value: \$1,500 Est.

Brief Description: 36 month Maintenance and Supply agreement for Ricoh Color Copier MPC4503 at \$.0059 per copy black and white print and \$.045 per color print.

Contract Dates : From: 7/1/15 to 6/30/18 Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other Piggy Back 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><br>Department Head Signature              | <u>Michael Griffin</u><br>Date | <u>5-19-15</u><br>Date | Charges based on usage<br>Funding Source/Acct #<br>45246515-546020<br>45245524-546020<br>45249515-546020 |
| 2. | <u>Charlotte Young</u><br>Contract Management                    | <u>Charlotte Young</u><br>Date | <u>5-20-15</u><br>Date |                                                                                                          |
| 3. | <u>[Signature]</u><br>Office of Management & Budget              | <u>[Signature]</u><br>Date     | <u>5-26-15</u><br>Date |                                                                                                          |
| 4. | <u>[Signature]</u><br>County Attorney (approved as to form only) | <u>[Signature]</u><br>Date     | <u>5-26-18</u><br>Date |                                                                                                          |

15 MAY 20 AM 11:52

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

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 5/27/15  
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](mailto:richard.durant@copyfax.com)>

Mon 5/18/2015 11:48 AM

To: Diane Griffin <[dgriffin@nassaucountyfl.com](mailto: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](mailto:dgriffin@nassaucountyfl.com)> wrote:

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

Diane

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**From:** Richard Durant <[richard.durant@copyfax.com](mailto: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