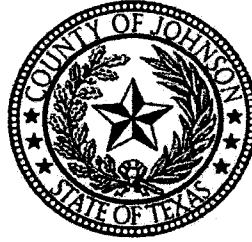


Approved by CC:

MAY 27 2014

County of Johnson, Texas



Kelli L. Davis, CPPB
Purchasing Agent
kdavis@johnsoncountytexas.org

Pam Causey
Assistant Purchasing Agent
pamc@johnsoncountytexas.org

1102 E. Kilpatrick, Suite B
Cleburne, Texas 76031
(817) 556-6384

March 24, 2014

Honorable Roger Harmon, County Judge
Honorable Rick Bailey, Commissioner Precinct 1
Honorable Kenny Howell, Commissioner Precinct 2
Honorable Jerry Stringer, Commissioner Precinct 3
Honorable Don Beeson, Commissioner Precinct 4

RE: Maintenance/Repair of Office Equipment, RFB#2012-117

Judge and Commissioners,

The Court has the option to renew contract RFB 2012-117 with Hewlett Office Systems and the option to send out bids for Maintenance and repair of office equipment services. Please note that the end user of the contract RFB 2012-117 is Purchasing and there are no issues with the current provider.

Listed below and attached are documents in regards to the renewal of contract RFB 2012-117, Maintenance and repair services for Johnson County. I have also attached the bid specifications for your review and approval should the court vote to send out bids:

- Renewal Letter from Hewlett Office Systems
- RFB 2012-117 Recap of vendor pricing
- RFP Specifications for Services

As always please contact me with questions.

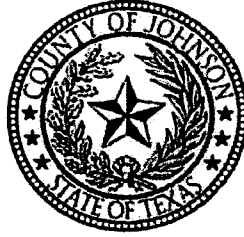
Respectfully,

A handwritten signature in cursive script that reads "Kelli Davis".

Kelli Davis, CPPB
Purchasing Agent
Johnson County, Texas

Attachments (3)

County of Johnson, Texas



Kelli L. Davis, CPPB
Purchasing Agent
kdavis@johnsoncountytexas.org

Pam Causey
Assistant Purchasing Agent
pamc@johnsoncountytexas.org

March 14, 2014

1102 E. Kilpatrick, Suite B
Cleburne, Texas 76031
(817) 556-6384

Hewlett Office Systems
Attn: Philip George
218 FM 2280
Cleburne, TX 76031

RE: Contract for Maintenance /Repair of Office Equipment for Johnson County RFB 2012-117

Dear Mr. George,

The contract for Maintenance/Repair of Office Equipment will expired on June 30, 2014. Johnson County is interested in renewing with your company for another year at the contracted prices. Enclosed please find the current contracted pricing between Johnson County and your company.

Please consider this request to renew. If you agree to renew please sign this original document and mail back as soon as possible, so we may take appropriate action. If you do not wish to renew, please indicate and return to us. Please call me if you have any questions.

Thank you for your time and attention in handling this matter.

Sincerely,

Kelli Davis

Kelli Davis, CPPB
Purchasing Agent

Yes, I wish to renew: *Philip George* Date: *3-14-14*

No, I do not want to renew: _____ Date: _____

**RFB 2012-117: Maintenance and Repair of Office Equipment
For Johnson County, Texas**

Scope and Intent: These specifications cover maintenance and repair for Johnson County copiers, fax machines and printers located throughout the County for a one (1) year period, effective July 1, 2012 to June 30, 2013, with an option to renew for four (4) additional one (1) year periods. Johnson County reserves the right to reject any and all bids and/or to purchase from any State contract and/or inter-local agreements. Acceptance of this bid by Commissioners' Court shall constitute a contract between Johnson County and vendor.

Requirements: The respective types of service being sought under this contract are as follows:

Specifications

Johnson County owns approximately 90+ copiers, as well as 300+ fax machines and printers, herein after referred to as "equipment", located in various County offices and departments throughout Johnson County. Full maintenance of copiers, fax machines and printers includes, but is not limited to, scheduled maintenance, cleanings, all parts, labor, travel and/or mileage.

Vendors shall have service personnel and/or technicians that have knowledge of all types (i.e. Canon, Xerox, and Hewlett Packard) of equipment that will be worked on.

Vendor shall be required to provide scheduled preventative maintenance and/or cleaning one (1) time each year for each piece of equipment.

Vendor shall respond to Johnson County contact, i.e. Purchasing Department, by phone within two (2) hours of receiving work request to discuss repair issue and to make arrangements for repair.

Vendor shall obtain Purchase Order Number prior to commencement of any service and/or repair.

Vendor shall repair equipment, if possible, within forty-eight (48) hours of initial contact by the Purchasing Department. If equipment cannot be repaired within forty-eight (48) hours of initial contact, vendor shall contact the Purchasing Department with valid reason, i.e. ordering of parts.

In the event that the repair shall exceed forty-eight hours, the vendor shall provide replacement equipment until the County equipment is repaired. The replacement machine shall be at no expense to the County.

All work orders shall include equipment description and service provided and shall be signed by Johnson County departmental employee contact. Vendor shall inform Johnson County departmental employee contact of all appointments, of their presence within the department, and of service provided to equipment.

Vendor shall establish billing by department. All invoices shall include Johnson County Purchase Order number for proper payment. Invoices shall include equipment description and service provided.

Vendor shall maintain reports on all repairs and preventative maintenance on machines serviced. Report shall include type of machine, make, model, serial number, departmental location, date of service, service provided (i.e. maintenance, repair), cost of service. Johnson County Purchasing may request a copy of report at any time.

AT NO TIME shall vendor and/or technicians discuss selling and/or purchasing new equipment or other products with departments. Vendor and/or technicians may only speak with Johnson County Purchasing regarding the sale, purchase, or change of equipment.

Awarded vendor shall be provided an accurate accounting of Johnson County copiers, including make and model, with departmental locations. Awarded vendor shall be provided a list of copiers, fax machines and printers that have contracted maintenance agreements. Awarded vendor shall not perform any maintenance or repairs of equipment contracted through other maintenance agreements.

Johnson County reserves the right to add or delete equipment located at any County office. Johnson County reserves the right to move and/or reassign equipment from one location to another. The Purchasing Department shall make every effort to inform awarded vendor of all changes.

Per these Bid specifications, as an option, vendor may quote price and/or discounted percentage for toner and ink for copiers, fax machines and printers used by Johnson County. Johnson County reserves the option to either purchase from awarded vendor or to purchase toners and inks from other contracted vendors, either by awarded Bid, State contracts or inter-local agreements, whichever is in the best interest of Johnson County.

**RFB 2012-117: Maintenance and Repair of Office Equipment
For Johnson County, Texas**

Contractor shall have the ability to fulfill the maintenance of office equipment and repairs of same as described in this Bid.

Having read and understood the Instructions, Terms of Contract, insurance and specifications, vendor submits the following Bid:

Maintenance of Equipment:

	Copier	Fax Machine	Printer
Maintenance Service Call	\$ 65	\$ 55	\$ 60
Other Fees, as applicable	\$ —	\$ —	\$ —

Repair of Equipment:

	Copier	Fax Machine	Printer
1 st Hour Rate for Repair	\$ 65	\$ 55	\$ 60
Hourly Rate after 1 st Hour	\$ 30	\$ 30	\$ 30
Other Fees, as applicable	\$ —	\$ —	\$ —
Percentage Markup for Parts	20 %	20 %	20 %
OPTION: Toner Discount or Unit Cost	20 %	20 %	20 %

Any comments, additions, and/or exclusions shall be provided on separate page(s).

VENDOR INFORMATION

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other offerer, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any