

APR 27 2020

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

Approved

SUBMITTED BY: Ralph McBroom
TODAY'S DATE: April 15, 2020

DEPARTMENT: Purchasing

DEPARTMENT HEAD: Ralph McBroom

REQUESTED AGENDA DATE: April 27, 2020

SPECIFIC AGENDA WORDING: Consider and approve Kirbo's Office Systems Maintenance Agreement on the Canon C5540i (S.N. XLJ02930) at the Johnson County District Clerk's Office.

PERSON(S) TO PRESENT ITEM: Ralph McBroom C.P.M.

SUPPORT MATERIAL: (See attached)

| | |
|--|-----------------------|
| TIME: 5 min | ACTION ITEM: X |
| (Anticipated number of minutes needed to discuss item) | WORKSHOP |
| | CONSENT: |
| | EXECUTIVE: |

STAFF NOTICE:

COUNTY ATTORNEY: X
AUDITOR:
PERSONNEL:
BUDGET COORDINATOR:

IT DEPARTMENT:
PURCHASING DEPARTMENT:
PUBLIC WORKS:
OTHER:

*****This Section to be completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Kirbo's Office Systems
P.O. Box 2249
Brownwood, Texas 76804

COPIER COST-PER-COPY MAINTENANCE AGREEMENT

Model: Canon iR ADV C5540i Multifunction Color Copy Machine Serial Number: XLJ02930

For a period of 12 months, cost per copy will be \$.00837 for B/W, \$.06045 for Color.

 billed monthly (if monthly usage remains above 3,000 copies/month), or
X sold as a block of 35K B/W and 20K Color copies (to be used within 12 months).

Overage costs are same as above after expiration of contract.

(Note: Color prints that are 11"x17" or larger will be billed as 2 prints)

Black toner will be supplied by Kirbo's Office Systems.

Color toner will be supplied by Kirbo's Office Systems.

Starting Meter Count: 101: 88,349; 102: 88,363; 109: 48,802; 124: 39,561

Coverage Period: January 1, 2020 – December 31, 2020

All consumable and durable parts, including any required labor & travel expense.

Note: Service calls will not be performed at fixed intervals, but will vary as determined by equipment model, location and service history; as well as copy quality. Copy quality on color machines will be maintained at "business color" levels.

- Relocating the copier from one location to another. (Within Kirbo's service area. Minimum of one-week notice is required.)

Note: Relocating the copier to another location, or moving it within the same location without advance notice, will void this contract.

- Provision of an approved power conditioner.

Note: Most consumer grade power conditioners are not capable of providing adequate protection for sensitive electronic equipment. Kirbo's Office Systems will provide a suitable power conditioner for the equipment in use. This power conditioner will remain the property of Kirbo's Office Systems, and it will be the customer's responsibility to observe the following:

- ✓ The power conditioner must be plugged into an approved wall socket (never a power strip).

No power strips may be plugged into any unused receptacles on the power conditioner.

The power conditioner remains the property of Kirbo's Office Systems.

The customer will be liable for a \$150.00 replacement cost for any lost, damaged, or stolen power conditioner.

Excludes:

- Any networking issues other than those caused by Canon equipment malfunction.

Toner delivery.

Note: Toner delivery will be provided as a courtesy. Replacement toner should be requested as soon as the last toner cartridge is installed.

Toner delivery will be scheduled within one week of notification. Shipping expense for emergency deliveries will be billed to the customer.

- Paper, transparencies, and staples.

Damage due to the use of any type of transparency other than Canon type E.

Damage due to staples, paper clips, or other foreign objects passing through the machine.

Damage due to failure to properly use the power conditioner provided by Kirbo's Office Systems.

Damage due to external forces such as (but not limited to) lightning, flood, fire, insects, rodents, or physical abuse.

Copy quality problems due to the use of the wrong type of toner, expired toner, or toner not approved by Kirbo's.

Note: The use of black or color toner from any source other than Kirbo's Office Systems will void the equipment warranty and maintenance agreement.

I, [Signature] have read and agree to the terms and conditions of this contract on this date 04/27/2020. Acceptor's Title: County Judge,
for (company name) Johnson County.

KIRBO'S OFFICE SYSTEMS

[Signature]
SIGNATURE – BRANCH MANAGER

4-14-20
DATE