

OCT 26 2020

**REQUEST FOR AGENDA PLACEMENT FORM**

**Approved**

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

**SUBMITTED BY:** Ralph McBroom

**TODAY'S DATE:** October 19, 2020

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** October 26, 2020

**SPECIFIC AGENDA WORDING:** Consider and approve Kirbo's Office Systems Maintenance Agreement on the Canon iR 8105 with Serial Number HMU11448 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  
(Anticipated number of minutes needed to discuss item)

**ACTION ITEM:** X  
**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 \_\_\_\_\_



AMERICA'S # 1 COPIER

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

**COPIER COST-PER-COPY MAINTENANCE AGREEMENT**

Model: Canon iR 8105 Serial Number: HMU11448 EQ: 7845

For a period of 12 months, cost per copy will be \$ .00744 for B/W prints

     Billed Monthly:      /B&W and      /Color

X Sold as a block of 75,000 Black Copies (to be used within 12 months)

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

Coverage Period: November 1, 2020 – October 31, 2021

Overage costs are the same as above, after expiration of contract.

**Covers:**

- All toner is supplied by Kirbo's Office Systems.
- All consumable & 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.
- 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.
- Immediate Toner delivery.  
Note: 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 expenses for emergency deliveries will be billed to the customer.
- Media and staples
- Relocating the copier from one location to another. (Within Kirbo's service area. Minimum of one-week notice is required.)
- **Note: Unapproved relocation of the copier to another location, or moving it within the same location will void this contract.**
- 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 media, toner, expired toner, or toner not approved by Kirbo's.  
**Note: The use of toner from any source other than Kirbo's Office Systems will void the equipment warranty and maintenance agreement.**

I, Randy Johnson have read and agree to the terms and conditions of this contract on this date 10/26/2020. Acceptor's Title: County Judge, for (customer name) Johnson County.

Kirbo's Office Systems  
[Signature] date 10-14-2020