

NOV 08 2021

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Ralph McBroom  
**TODAY'S DATE:** October 25, 2021

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** November 8, 2021

**SPECIFIC AGENDA WORDING:** Consider and approve Kirbo's Office Systems Maintenance Agreement on the Canon IR ADV 8105 Serial Number HMU11448 EQ7845 at the Johnson County District Clerk's Office.

**PERSON(S) TO PRESENT ITEM:** David Lloyd

**SUPPORT MATERIAL:** (See attached)

<b>TIME: 5 min</b>	<b>ACTION ITEM: X</b>
(Anticipated number of minutes needed to discuss item)	<b>WORKSHOP</b>
	<b>CONSENT:</b>
	<b>EXECUTIVE:</b>

**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 8105 Serial Number: HMU11448 EQ7845

For a period of 12 months, cost per copy will be .008 for B/W prints  
billed monthly (if monthly usage remains above 3000 copies/month), or

sold as a block of 75K BW copies (to be used within 12 months).

(Note: color prints that are 11x17 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.

Coverage Period: Nov 1, 2021 to Oct 31, 2022

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

### Covers:

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.

- 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 11-8-21. Acceptor's title: County Judge  
for (company name) Johnson County

Kirbo's Office Systems:

[Signature]

10-21-21