

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 7.10.24


Meeting Date: 7.22.24

Submitted By: Lance Anderson

Department: Purchasing Department

Signature of Elected Official/Department Head:



<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
  <b>July 22, 2024</b>

**Description:**

Consider and approve with authorization for County Judge to sign QMatic Quote in the amount of \$8,774.76 for an additional Kiosk for the Johnson County Tax Office.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May attach additional sheets if necessary)

Person to Present: Lance Anderson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

Check All Departments That Have Been Notified:

County Attorney     IT     Purchasing     Auditor

Personnel     Public Works     Facilities Management

Other Department/Official (list) Tax Office

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**



**Quote:** 12772 **Expiration:** 08/31/2024  
**Organization:** Johnson County Tax Office  
**Main Contact:** Scott Porter  
**Email:** [ScottP@johnsoncountytexas.org](mailto:ScottP@johnsoncountytexas.org)  
**Site Address:** 2 North Mill St, Cleburne, TX 76033

**Description:**  
Adding additional Kiosk. Self install. Fully configured by Qmatic.

**Assumptions:**

- Adding 1 additional Kiosk to existing Branch where 1 Kiosk currently resides.
  - Same configuration to be used as existing Kiosk.
- Johnson County to self install Kiosk. Qmatic to configure Kiosk.
  - If installation assistance is needed, it will need to be quoted later.

**Itemized Quote**

Hardware

Product code	Product description	Qty	Unit	Net Unit Price	Net total
10115901	07 Kiosk	1	EA	\$5,777.46	\$5,777.46
Q30010170	Barcode/QR Code Scanner	1	EA	\$392.40	\$392.40
Q30020036	Kiosk 22" Floor Install Pack	1	EA	\$46.00	\$46.00
<b>Hardware TOTAL:</b>					<b>\$6,215.86</b>

Implementation Services

Product code	Product description	Qty	Unit	Net Unit Price	Net total
10999124	Project Management	2	HR	\$160.00	\$320.00
10999806	System Analyst	4	EA	\$175.00	\$700.00
SH9090	Shipping & Handling - UPS Ground	1	EA	125.00	\$125.00
<b>Implementation Services TOTAL:</b>					<b>\$1,145.00</b>

Qmatic CARE

<b>Product code</b>	<b>Product description</b>	<b>Qty</b>	<b>Unit</b>	<b>Net Unit Price</b>	<b>Net total</b>
20999450	CARE Hardware / Replacement	1	EA	\$1,413.90	\$1,413.90
<b>Qmatic CARE TOTAL:</b>					<b>\$1,413.90</b>

**Total Solution** \_\_\_\_\_  
**Cost:** \$8,774.76

## **QMATIC STANDARD TERMS & CONDITIONS**

### ***Acceptance of Order***

Acceptance of any order is subject to credit approval and acceptance of the order by Qmatic. If Customer's credit becomes unsatisfactory to Qmatic, Qmatic reserves the right to terminate upon notice to Customer and without liability to Qmatic.

### ***Prices and Shipments***

Unless otherwise quoted, prices shall be those in effect at time of shipment which shall be made F.O.B. shipping point prepaid and bill.

### ***Delay in Delivery***

Qmatic is not to be accountable for delays in delivery occasioned by force majeure or other circumstances beyond Qmatic's reasonable control.

### ***Installation***

All installations will be scheduled in advance and with the consent of Customer. Customer will pay \$1,200 plus travel expenses per installer/per day should the premises not be ready when the installer arrives.

### ***Invoicing***

Qmatic will Invoice Customer for all Hardware and Software up front. Deliverable completions to be based on hours of work completed.

### ***Payment terms***

Invoice terms are 1% 20 days net 30 days. We reserve the right to charge a monthly interest rate of 1.5% on all invoices past due.

### ***Taxes***

Taxes will be imposed upon invoicing and will be added to the purchase price unless Qmatic has a valid tax exemption certificate on file. Quoted taxes are subject to changes at the time of invoicing.

### ***Cancellation***

If customer cancels the order prior to installation for any reason, customer will be responsible for any services performed and any products received at the time of cancellation. Customer may not cancel order post installation

### ***Rescheduling***

Customer may incur a rescheduling fee if Customer reschedules the installation within two (2) weeks prior to the scheduled install date. The maximum fee will total not more than 5% of the purchase order. The customer shall also pay all expenses Qmatic cannot recover due to the rescheduling.

### ***Return of Goods***

Hardware items for credit must be returned within 14 days of receipt and are subject to prior approval and a 25% restocking fee. Returns on software items are not accepted.

**Software - Qmatic Care**

Qmatic Care will start the first day of the month after software acceptance. If you have not purchased Software maintenance and/or Help Desk support, you will be required to pay separately for individual updates and support on a per-incident basis.

**Hardware Warranty - Qmatic Care +**

Qmatic hardware warranty start day will be the 1st day of the month after installation. Third party hardware such as TV's, Computers, Servers, Tablets and accessories is not covered by Qmatic Care +.

In the event, a customer requests hardware to be shipped and subsequently delays installation for more than 30 days, the hardware portion of the system will be invoiced and, the warranty will commence at the date of invoice.

**Changes to Statement of Work (SOW)**

Should either Customer or Qmatic desires to change the SOW during the project, the following will occur:

- Qmatic will document the request in writing (via a Change Request Form);
- An authorized representative from the Customer and Qmatic will negotiate the impact of the requested change on the work to be performed under this order;
- The terms of the change (the Change Request Form) will be added as an addendum to the order, and the change will take effect upon signature of the amendment by both the Customer and Qmatic.

**TELEVISIONS AND LARGE MONITORS**

Qmatic is not responsible for mounting or hanging TVs/Monitors. The customer is required to make all arrangements for mounting any TVs/Monitors prior to the arrival of a Qmatic Installation Technician and the installation of the Qmatic system. In rare instances, guidance from Qmatic personnel is required. Qmatic is happy to oblige and offer advice on TV placement if arranged in advance.

**APPROVED AS TO FORM AND CONTENT:**

**JOHNSON COUNTY:**

*Chp Boeder*  
Christopher Boedeker  
As Johnson County Judge

7-22-24  
Date

Attest: *April Rugg*  
County Clerk, Johnson County



7-22-24  
Date

**COMPANY:**

Susan Begando  
Authorized Representative of Company

Digitally signed by Susan Begando  
DN: cn=Susan Begando, o=Q-Matrix Corporation, ou,  
email=susan.begando@qmatrix.com, c=US  
Date: 2024.07.10 17:10:53 -0400

07/10/2024

Date

Printed Name: SUSAN BEGANDO

Title: Corporate Secretary/VP, People and Culture