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## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 11/02/2016

Meeting Date: December 15, 2016

Name: Glenn Hunter

Department: Economic Development Department

Division Manager's Signature:

### 1. Nature and purpose of agenda item:

Request an approval of lease agreement for copier

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

### 2. Fiscal impact on current budget.

Is this a budgeted item?

☐

N/A

☒

Yes Account No. 304-2000-552.30-44

☐

No Please list the proposed budget amendment to fund this request

Budget Amendment Number:

Fund:

FROM:

TO:

AMOUNT:

### For Use of County Manger Only:

☒

Consent Item

☐

Discussion Item



November 7, 2016

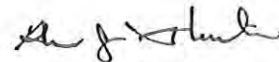
M E M O

TO: Ben Scott, County Manager

FR: Glenn J. Hunter, Economic Development Director

RE: Copier Lease Agreement

The original copier lease agreement expired and was a month-to-month. The finance department advised that we needed an official lease agreement and McCrimmons Office Supply gave us a quote for a new lease agreement with new equipment and the fees quoted were less than our current payment.

  
11/6/16



# MOS / McCrimon's Office Systems

Gainesville • Lake City • Live Oak • Ocala

## System Order Form

Consultant Jeffrey P. Light

Phone 352-376-7372

Columbia County IDA

Glenn Hunter

259 NE Franklin St. Suite 101

Lake City Fl. 32055

Phone 1-386-758-1033

Email

### EQUIPMENT

Lanier MP-C2503 Multi-Functional Color Copier - 25 PPM printing / copying, includes 9" Color Touch Control Panel, 100-Sheet ARDF, Duplex, 2 x 550-Sheet Paper Trays, 100-Sheet Bypass Tray, Scan/Print Kit, USB Host Interface, Gigabit Ethernet, DOSS, PDF Direct Print, HDD Encryption, Java VM Card, Scan to/Print From USB/SD Card, 1.5GB RAM, 250GB HDD, Cabinet Type F and surge protector.

Lanier Fax Option - Fax Option Type M3

Purchase / Lease Type

Lease

Term (if rental or lease)

60 month

Lease Payment (if leased)

118.65

Price (if purchased)

### This purchase / lease includes

Basic connectivity included for 1 computer  
Price includes ending current lease

All rentals and leases will have a one time \$99.50 documentation fee added to first invoice. Lease option subject to credit approval. See lease agreement and service agreements for full terms. A \$6.95 supply delivery fee applies to all maintenance agreements. This is a binding agreement to purchase or lease the above equipment. Full payment is required on delivery (if purchased).

**IMPORTANT NOTES ON DELIVERY OF EQUIPMENT** - Our machine delivery coordinator will contact you before delivery of the equipment to set up a time. He will let you know what information and networking (if any) we will require to complete your install. This may include (but not limited to) network and internet passwords, IP address and other information or equipment that we will need to complete install.

If MOS hooking up your equipment to your network is included in your install (as noted above), it must be done on initial delivery of equipment. MOS will not delivery until customer instructs us they have the information required or instructs us to delivery unconnected. If MOS is instructed to deliver unconnected or MOS is not able to connect on initial delivery, customer will be charged \$50.00 for an additional trip out. If additional trips are required customer will be billed at normal service rate or according to chosen network support plan.

Special No Special Terms apply to this agreement.  
Terms

Authorized Signature

DATE

Printed Name and Title

I am authorizing MOS / McCrimon's Office Systems to order the following equipment for our company. This is a firm and binding order.



Jeff Light  
(386)755-2822  
Jeff@moscopier.com

## Columbia County Economic Development

111 Court Street  
P.O. Box B  
Live Oak, FL 32064  
386-362-2171  
386-362-3204 (fax)

9993 100th Place  
Live Oak, FL 32060  
386-362-3561 (fax)

4509 NW 23rd Ave  
Suite 4  
Gainesville, FL  
32606  
352-376-7372  
352-376-7487 (fax)

1101 US 90 West  
Suite 100  
Lake City, FL 32055  
386-755-2822  
386-755-9150 (fax)

3501 NW 10th Street  
Suite 112  
Ocala, FL 34470  
352-624-0565  
352-624-0860 (fax)

### Current Equipment

Lease Payment- \$100.23

Average Service Bill- \$81.13

Total Average Monthly Cost- \$181.36

### Proposed Equipment

Lease Payment- \$118.65

Average Service Bill- \$53.50

Total Average Monthly Cost- \$172.15

**Proposed Average Savings- \$9.21**