

# City of Jonesboro

300 S. Church Street Jonesboro, AR 72401

## **Signature Copy**

Resolution: R-EN-048-2019

File Number: RES-19:047 Enactment Number: R-EN-048-2019

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH FORREST OFFICE MACHINES TO SERVICE AND PROVIDE TONER FOR THE CITY'S COPIERS AND PRINTERS

WHEREAS, the City of Jonesboro has identified a need to consolidate copier maintenance agreements to save cost and for time management purposes; and

WHEREAS, staff obtained quotes from vendors that could service all of the City's equipment; and

WHEREAS, FORREST OFFICE MACHINES was determined to be the least expensive option while providing a month-to-month, no obligation contract based on a per-copy price and will provide the mayor's office with a like new copier.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS, THAT:

- 1. The City of Jonesboro shall enter into a contract with Forrest Office Machines to service and provide toner for the City's copier and printers.
- 2. The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

PASSED AND APPROVED this 7th day of May, 2019.

#### FORREST OFFICE MACHINES

1005 GEE ST., JONESBORO, AR 72401 PHONE: 870-932-7852 FAX: 870-932-0909

SHARP

**CUSTOMER** 

FORREST OFFICE MACHINES

CITY OF JONESBORO

BY: BARRY FORREST BY L.M.

NAME:

ADDRESS: 300 S. CHURCH

DATE:

LOCATION:

PHONE:

FAX:

METER: B/W

CONTACT PERSON:

FORREST OFFICE MACHINES, INC., AGREES TO SERVICE AND MAINTAIN THE FOLLOWING EQUIPMENT:

MAKE

MODEL

SERIAL#

SHARP

SHARP COPIERS

ALL B/W COPIES WILL BE BILLED AT .006 PER COPY; ALL COLOR COPIES WILL BE BILLED AT .049 PER COPY.

- 1. A SERVICE TECHNICIAN WILL MAKE A COMPLETE INSPECTION OF THE MACHINE AT THE TIME OF SERVICE. HE WILL REPLACE ALL NECESSARY PARTS AND SUPPLIES NEEDED AT THE TIME OF SERVICE AT NO ADDITIONAL CHARGE. HOWEVER, ANY AND ALL PARTS DESTROYED BY ACTS OF GOD OR CUSTOMER ABUSE, MISUSE, CARELESSNESS WILL BE BILLED TO THE CUSTOMER.
- 2. A SERVICE TECHNICIAN WILL MAKE ALL SERVICE CALLS DURING NORMAL BUSINESS HOURS, MONDAY THRU FRIDAY 8:00 A.M. TO 5:00 P.M. SERVICE CALLS MADE AFTER HOURS OR ON HOLIDAYS WILL BE BILLED TO THE CUSTOMER.
- 3. PLEASE NOTIFY FORREST OFFICE MACHINES OF ANY DIFFERENCE IN LOCATION OF EQUIPMENT.
- FORREST OFFICE MACHINES WILL PROVIDE ALL SUPPLIES FOR COPIER EXCEPT PAPER AND STAPLES.
- FORREST OFFICE MACHINES WILL CALL EACH MONTH FOR A COPY COUNT, SO WE WILL NEED A LOCATION AND A CONTACT NAME FOR EACH MACHINE.
- 6. THE CUSTOMER WILL BE RESPONSIBLE FOR ANY TAXES FOR SERVICES, UNLESS EXEMPT.
- 7. OUR NETWORK ADMINISTRATION WILL SET-UP AND INSTALL ALL NECESSARY SOFTWARE AND DRIVERS AT THE INITIAL SET-UP. ANY ADDITIONS, DELETIONS, OR RE-INSTALLS WILL BE AT THE CUSTOMERS EXPENSE.
- 8. THIS CONTRACT IS A YEAR TO YEAR CONTRACT WITH A 30 DAY CANCELLATION NOTICE.

SIGN & RETURN

Air Regret 5-13-19



### MAINTENANCE AGREEMENT

Address 2  L Sulta/Hoor/Dept.  T JONESORO AR 72401  O Adminis/Purchasing Centast:     Jason Ratiliff     Jas	Company		Customer #		ompany			Customer #
300 S. Church St.	City of Jonesboro			3	Same			
Address 2   Address 2   Address 2   State	Address			S	ddress	W. 11000		
To John State 740				H A	ddress 2			
To John State 740	Suite/Floor/Dept				uis - /51 /52 s		Newscasses and the contract of	
T Johnsbord AR 72401  O Adminsbord Area   Pione 970-932-1052   Flore 970	suite/100/0ept,			P	uite/rioor/Dept	•		
O   Admin/Purchasing Contact:   Dasa   Floring   Flori	city Jonesboro				ity		State	Zip
Jason Ratliff    Jason Ratliff	11 1 /2 / 1 / 2 / 1		2-1052	E	quip. Delivery C	ontact:	Phone	
CONTRACTTERM:	Jason Ratliff	Email		0			Email	3
New   Renewal							<u> </u>	
MAKE/MODEL SERIAL NUMBER DESCRIPTION ID BEGIN METER All Sharp City of Jonesboro machines ☐ 9/W: ☐ color: ☐ 0/W: ☐ color: ☐ 0/	CONTRACT TERM: 1 Yea	f 2 Year	✓ 3 Year				Other:	
All Sharp	EFFECTIVE DATE:		·		Ц келема			
We guarantee a 4 hour response time	MAKE/MODEL .	SERIAL NUMBER		DESC	RIPTION		ID	BEGIN METER
We guarantee a 4 hour response time    Golor:     Golor:     Color:     Color:     B/W:     Color:     B/W	All Sharp		City of Jo	onesbor	n machine	38		☐ B/W:
We guarantee a 4 hour response time			,				Water Commence of the Commence	
As well a 98% up time    BW:   Color:			We guara	intee a 4	hour res	ponse time		
As well a 98% up time								
The price is locked in for 3 years    B,W:   Color:   Color:   B,W:   Color:   Color:   B,W:   Color:   Color:   B,W:   Color:			As well a 98% up time					
The price is locked in for 3 years   Color:   B/W:   Color:   B/W:   Color:   B/W:   Color:   B/W:   Color:   Color:   B/W:   Color:   Col								
Sharp Color copier for Mayor's office    B/W:   Color:     Color:     B/W:   Color:     Color:     B/W:   Color:     Color:     B/W:   Color:     Color:     B/W:   Color:     Color:   Color:     B/W:   Color:     Color:   Color:     B/W:   Color:     Color:   Color:     B/W:   Color:   Color:     Color:   Color:     Color:   Color:   Color:     Color:   Color:   Color:     Color:   Color:   Color:     Color:   Color:   Color:   Color:     Color:   Color:   Color:   Color:   Color:     Color:   Co	ess H		The pric	ce is loc	ked in for	3 years		
Sharp Color copier for Mayor's office							*****	
B/W:   Color:   B/W:   Color:   B/W:   Color:   B/W:   Color:   B/W:   Color:   Color:   B/W:   Color:   Colo	* 2 **		Sharp Colo	or copie	for May	or's office		
Baw Copies Allowed   Baw Overage Charge   Color Overage Charge   S   Color Copies Allowed   Color Overage Charge   S   Color Overage Charge   S   Color Copies Allowed   Color Overage Charge   S   Color Overag		****		****				
Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   Color:   B,W:   Color:   Color:   Color:   Color:   B,W:   Color:								Color:
Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   B,W:   Color:   Color:   B,W:   Color:   Color:   Color:   Color:   B,W:   Color:   Colo								☐ B/W:
Annual Rate \$ B&W Copies Allowed Color Overage Charge \$ Color Overag								☐ Color:
Annual Rate \$ B&W Coples Allowed Color Overage Charge \$ \$ .006 Color Overage Charge \$ .006 Color Overage Charge \$ .006 Color Overage Charge \$ .009 Color Overage Ch								☐ B/W:
Color Copies Allowed  Quarterly Rate \$ B&W Copies Allowed Color Overage Charge \$ 0.006 Color Copies Allowed Color Copies Allowed O Color Overage Charge \$ 0.049 Color Overage Charge \$ 0.049 Color Overage Charge \$ 0.049 Color Toner Staples Included: Yes No Staples Included: Yes No No Freferred Meter Method:    Department/Location								☐ Color:
Quarterly Rate \$	Annual Rate \$							_1
Color Copies Allowed  Monthly Rate \$ 0.00  B&W Copies Allowed Color Copi	4	Color Copie	s Allowed			Color Overage Charg	e \$	
Color Copies Allowed  Monthly Rate \$ 0.00  B&W Copies Allowed  Color Overage Charge  3.006  Color Overage Charge  3.049  Addtl. Charge \$  Supplies Included:  Yes  No  Black Toner  Color Toner  Staples Included:  Yes  No  Department/Location  Preferred Meter Method:  Email:  Fax:	Quarterly Rate \$				***************************************			
Color Copies Allowed 0 Color Overage Charge \$ .049  Addtl. Charge \$ For		Color Copies	Allowed			Color Overage Charg	e \$	*****
Addtl. Charge \$ For	Monthly Rate \$ 0.00	Monthly Rate \$ 0.00 B&W Copies						
Supplies Included:  Yes  No  Black Toner  Color Toner  Staples Included:  Yes  No  Preferred Meter Method:    Email:    Fax:    Fax:		Color Copies	Allowed 0			Color Overage Charg	e \$ .049	ri .
Staples Included: Yes No  Department/Location Preferred Meter Method:    Email:	Addti. Charge Ş	- For						_
eter Contact  Department/Location  Preferred Meter Method:  Email:  Fax:	Supplies Included: Yes	— INO DIACK	Toner	Color Tor	er			
☐ Email:						*		
□ Fax:	Neter Contact	Department/Location						
					l   Email: _			
pecial instructions:					☐ Fax:		<u></u>	
	necial instructions:				····			-

Please carefully review the Terms and Conditions on the second page and provide a customer signature,



## (870) 932-7852 1005 Gee Street • Jonesboro, AR 72401

April 8, 2019

City of Jonesboro

We would like to honor the bid of .006 for B/W copies and .049 for color copies for the City of Jonesboro.

Thank you and look forward to hearing from you as soon as possible.

Thanks

Barry Forrest