



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Signature Copy

Resolution: R-EN-048-2019

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**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  
CITY OF JONESBORO  
NAME:

FORREST OFFICE MACHINES  
BY: BARRY FORREST BY L.M.

ADDRESS: 300 S. CHURCH  
LOCATION:  
PHONE:  
FAX:  
CONTACT PERSON:

DATE:  
  
METER: B/W

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.
4. FORREST OFFICE MACHINES WILL PROVIDE ALL SUPPLIES FOR COPIER EXCEPT PAPER AND STAPLES.
5. 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

*David Kim* 5-13-19  
Attest: *April Leggett* 5-13-19

## MAINTENANCE AGREEMENT

<b>B I L L  T O</b>	Company City of Jonesboro		Customer #	<b>S H I P  T O</b>	Company Same		Customer #
	Address 300 S. Church St.				Address		
	Address 2				Address 2		
	Suite/Floor/Dept.				Suite/Floor/Dept.		
	City	State	Zip		City	State	Zip
	Jonesboro	AR	72401		Equip. Delivery Contact:		
	Admin/Purchasing Contact: Jason Ratliff		Phone 870-932-1052		Phone		Email
		Email jratliff@jonesboro.org	Email				

CONTRACT TERM:  1 Year  2 Year  3 Year  4 Year  5 Year  Other: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

MAKE/MODEL	SERIAL NUMBER	DESCRIPTION	ID	BEGIN METER
All Sharp		City of Jonesboro machines		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		We guarantee a 4 hour response time		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		As well a 98% up time		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		The price is locked in for 3 years		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		Sharp Color copier for Mayor's office		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:

<input type="checkbox"/> Annual Rate \$ _____	B&W Copies Allowed _____	B&W Overage Charge \$ _____
	Color Copies Allowed _____	Color Overage Charge \$ _____
<input type="checkbox"/> Quarterly Rate \$ _____	B&W Copies Allowed _____	B&W Overage Charge \$ _____
	Color Copies Allowed _____	Color Overage Charge \$ _____
<input checked="" type="checkbox"/> Monthly Rate \$ 0.00	B&W Copies Allowed 0	B&W Overage Charge \$ .006
	Color Copies Allowed 0	Color Overage Charge \$ .049
<input type="checkbox"/> Addtl. Charge \$ _____	For _____	

Supplies Included:  Yes  No  Black Toner  Color Toner  
 Staples Included:  Yes  No

Meter Contact	Department/Location	Preferred Meter Method: <input type="checkbox"/> Email: _____ <input type="checkbox"/> Fax: _____
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Special Instructions:

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

# FORREST

OFFICE MACHINES

(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