

**COPY**



PROJECT NO.: Q-080397

OPEN DATE: JULY 15, 2008

AND TIME: 2:30 P.M.

PRE-BID DATE: JUNE 24, 2008

AND TIME: 10:00 A.M.

LOCATION: LEE COUNTY PURCHASING  
1825 HENDRY ST., 3<sup>RD</sup> FL  
FT. MYERS, FL 33901

# REQUEST FOR QUOTATIONS

## **TITLE:**

### **ANNUAL LEASE & PURCHASE OF COPIER MACHINES STEP ONE – QUALIFICATIONS**

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PURCHASING

**MAILING ADDRESS**

P.O. BOX 398  
FORT MYERS, FL 33902-0398

**PHYSICAL ADDRESS**

1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

BUYER: BOB FRANCESCHINI, C.P.M., CPPB  
PURCHASING AGENT  
PHONE NO.: (239) 533-5457  
EMAIL: rfranceschini@leegov.com

FORMAL QUOTE NO.: Q-080397

LEE COUNTY, FLORIDA  
PROPOSAL QUOTE FORM  
FOR THE ANNUAL LEASE & PURCHASE OF  
COPIER MACHINES

DATE SUBMITTED: August 5, 2008

VENDOR NAME: J.M. Todd Inc

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges  
receipt of Addenda numbers:

1



ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME JM Todd Inc

BY (Printed): James M Todd

BY (Signature): 

TITLE: President

FEDERAL ID # OR S.S.# 59-2429323

ADDRESS: 12670 McGregor Blvd

Fort Myers, FL 33919

PHONE NO.: 239-454-4445

FAX NO.: 239-454-4448

CELLULAR PHONE/PAGER NO.: 239-940-4497

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: 6400400

E-MAIL ADDRESS: Rodneyt@jmtodd.com

REVISED: 3/1/07

Revised: 7/24/07

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**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS FOR  
THE ANNUAL LEASE & PURCHASE OF  
COPIER MACHINES**

**SCOPE**

The intent of this specification is to obtain a source for the annual lease and purchase of copier machines.

**NOTE: Only new product will be acceptable – used, remanufactured, refurbished, etc. equipment shall not be quoted or supplied under any circumstances unless otherwise directed by the County representative...for example, should it become necessary to place a loaner machine for a brief period of time.**

**QUOTER'S RESPONSIBILITY TO THIS SPECIFICATION**

It is the responsibility of each quoter to carefully examine these specifications and the quote documents and become familiar with the requirements set forth herein. In addition, it is the responsibility of each quoter to submit all necessary information concerning their firm and services offered to Lee County. Failure to do so could result in your quote being declared as non-responsive.

**TERM OF QUOTE**

This quotation shall be in effect for five (5) years, or until new quotations are taken and awarded. This quotation has the option of being renewed for five (5) additional one (1) year periods, upon mutual agreement of both parties, under the same terms and conditions.

**INSURANCE**

Insurance shall be provided, per the attached insurance guide, prior to issuance of notice to proceed.

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your quotation package. It must be signed and notarized. Failure to include this affidavit with your quote will delay the consideration and review of your submission; and could result in your quote response being disqualified.

PURCHASING AGREEMENT

The Purchasing Agreement to be executed between Lee County and the awarded vendor is attached.

LEASE AGREEMENTS

It is the desire of Lee County that a purchase order serve as the sole document required to lease any of the equipment covered by this quote.

If your firm will require the signing of any type of contract, please include a copy of this document with Step One of your quotation. Lee County reserves the right to reject any and all documents that may be submitted.

Lee County does not currently have a master lease agreement in place with any vendor; nor does it wish to have one with the vendor who is awarded this quote.

NOTE: Lee County will require the awarded vendor to fill out a "Lease Analysis Form" (sample attached) for each piece of equipment leased under this quote.

ASSIGNMENT OF CONTRACT

The awarded vendor shall not assign, transfer or sub-contract any portion of this agreement unless prior permission is granted by a County Representative.

TAXES AND FILING COSTS

The awarded vendor will be responsible for paying taxes, fees, or similar payments which may now or hereafter be imposed or levied upon the ownership, rental, leasing, possession, or use of the equipment covered by this quotation.

MAINTENANCE OF EQUIPMENT

All equipment placed under this quotation shall be maintained in accordance with the manufacturer's specifications; with only those supplies which meet such specifications. It will be the awarded vendor's responsibility to keep the equipment in good condition, except for ordinary wear and tear.

PAYMENTS

No upfront payment will be required for either the lease or purchase of equipment. Invoices will be expected 30 days following the placement of a leased unit; and within 30 days or less for purchased units. Lee County's terms are "Net 30".

BUSINESS AGREEMENT AND CHOICE OF LAW

Quoters agree that any and all agreements under this quotation will be governed under the law(s) for the State of Florida.

LEASE CANCELATION

Individual leases written under this quote may be canceled in whole or in part for any of the following reasons:

\*Non-Appropriation of Funds – Funds are not budgeted or appropriated for an upcoming Fiscal Year to pay for the leased equipment.

\*Non-Performance – Unit does not perform up to the standards of “Monthly Uptime Performance – Definition of Uptime” as defined elsewhere in these specifications.

NOTE: The Termination language in the General Conditions refers to the quote as a whole; and that any leases resulting from this quote will be governed by the Detailed Specifications, and would be allowed to run to their full term should the quote itself be terminated.

EQUIPMENT UPGRADES

Should the end-user wish to upgrade their leased equipment to a model offering higher performance levels than the machine currently placed – to avoid technological obsolescence or to accommodate a change in their requirements – they may do so at anytime during the term of the lease without penalty or advance notice.

The County understands its responsibility to make good on payments for the remaining term of the existing lease should an upgrade be requested, and will negotiate discounts, etc. at that point in time.

MONTHLY METER READINGS

The awarded vendor shall be capable of requesting meter readings from users via either e-mail, phone call, fax, or regular mail.

NETWORKING INFRASTRUCTURE

All equipment installed under this quote shall be fully network compatible with the County's networking environment when installed.

County operating systems which must be supported for printing on installed units include Windows 2000, XP and Vista. Drivers must be available for each of these desktop operating systems. All digital multifunctional equipment must work reliably within a Windows 2003 network environment.

Network interface cards must communicate over 10/100Base-Tx Ethernet lines running TCP/IP (IPv4) protocols. IP addresses and device names must be fully configurable via a web-based interface that allows for remote configuration. The Page Description Languages must include PCL6. Printer should have the capability of operating with IEEE 802.1x authentication protocol for security reasons. Printer interfaces should allow the use of Domain Name Server (DNS) based names, instead of fixed IP address. It is preferable that the printer interface is IPv6 ready. If printer is capable of 10/100/1000Base-T (RJ-45) or 1000Base-X (fiber) connections, the vendor should state in Step Two the cost for the connection upgrade to the available option(s).

#### DRIVER UPDATES

The awarded vendor shall ensure that all network print drivers and device management utilities installed under this quote are fully compatible with the County's current network operating systems as listed above in "Networking Infrastructure"; and shall perform updates on an on-going basis throughout the term of this quote as the County's Windows network environment evolves at no cost to the County. The vendor will be required to provide Lee County's IT department all necessary passwords that allow access to printer configuration screens.

#### PROACTIVE PREVENTIVE MAINTENANCE

It shall be the responsibility of the awarded vendor to perform proactive preventive maintenance (PM) service for each copier placed under this quote – whether it be leased or purchased – according to the PM schedule specified by the manufacturer.

PM service shall be scheduled beforehand with designated personnel at each facility so as to minimize disruption to daily operations. County personnel shall not be responsible for installing or replacing any equipment components with the exception of toner cartridges/bottles and staple cartridges.

#### USER/OPERATOR TRAINING

User/operator training shall be provided at no extra cost by a dedicated training specialist for all copier machines placed under this quotation.

Initial training shall be provided on functioning equipment at each County facility within 48 hours of delivery and set up. Initial training sessions for delivered equipment shall consist of:

- \*A detailed explanation of the copying, printing, scanning and faxing (as applicable) features of the system installed;

- \*Hands-on training of the unit's features, applications, and benefits;

- \*A question and answer period; and

\*Providing summary user guides ("Quick Tip Sheets"), user manuals and other appropriate materials covering the copying, printing, scanning and faxing (as applicable) functionalities of the unit.

On-going training will be provided, as deemed necessary by the end-user, by the awarded vendor at no cost.

#### SERVICE/MAINTENANCE

The awarded vendor shall maintain the copier(s) performing up to manufacturer's standards. Service calls will be responded to within four (4) working hours; working hours are defined as 8:00 a.m. – 5:00 p.m. except Saturdays, Sundays and holidays. A loaner of similar specifications must be provided at no additional charge, if the copier is not in good working condition with two (2) working days of request for service. Downtime in excess of four (4) consecutive working days may be cause for requiring a service substitution.

Vendors are allowed thirty (30) days from date of notice that a copier is out of compliance to bring the copier into compliance (performing within the specified service rate) and provide a written response to Lee County detailing the steps taken.

Copiers that are not brought into compliance within thirty (30) days of notice of non-compliance must be either service replaced or service overhauled within sixty (60) days of notice of non-compliance. Vendor must notify Lee County within thirty (30) days of notice of non-compliance of intent to and schedule date to overhaul or service replace the copier. Additionally, the vendor must notify Lee County in writing when overhaul or service replacement has been completed.

Vendors shall provide, upon request, hard copy service reports within 24 hours of the request.

The awarded vendor shall agree to replace hardware that fails to consistently achieve the manufacturer's performance expectations. This performance guarantee depends on the hardware being used within the manufacturer's monthly volume specifications, the provision of a trained customer key operator and the use of approved variable-input materials. If a black-and-white copier fails to meet 95%, or a color copier 90%, uptime as measured quarterly, the awarded vendor shall implement a performance improvement plan. If after a reasonable period of time, this plan fails to raise the performance to the previously stated uptime targets, this equipment will be replaced with equal to or greater than capabilities.

An inoperable output device (e.g., copier, printer, MFP) is any device that fails to produce usable print output. A device is deemed operable if the engine is producing quality legible output that is usable for internal or external communication within a customer's business environment. Even if an accessory (e.g., finisher, paper drawer, document feeder) is not operating at 100% capacity, but the device is producing quality

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legible output, that device shall be deemed to be an operable device. If the quality of the output is not legible, the output device is deemed inoperable.

#### EXCLUSIVE UTILIZATION OF OEM PARTS, SUPPLIES & CONSUMABLES

At all times throughout the term of this quotation, the awarded vendor shall exclusively utilize the manufacturer's officially approved OEM parts, supplies and consumables in all equipment placed under this quotation via lease or purchase.

#### DE-INSTALLATION OF LEASED EQUIPMENT

Upon completion of each lease under this quotation, the awarded vendor will be responsible for de-installing the equipment and returning it to the leasing company (as applicable) with pre-paid freight and insurance, at no charge to the County within thirty (30) days following the expiration of that specific lease.

#### INSPECTION PRIOR TO INSTALLATION

The awarded vendor will perform an inspection of each site prior to installing equipment under this quotation for the purpose of ensuring that electrical service, network drop and floor space will accommodate the model of machine to be installed.

#### MOVING OF EQUIPMENT

The awarded vendor shall, upon request and at no cost to the County, move any of the equipment placed under this quote either within the same facility or to another County facility.

#### ENERGY EFFICIENCY

It is the County's desire to acquire product that is as energy efficient as possible. Therefore, equipment placed under this quote shall, at a minimum, be "Energy Star" (or equivalent) compliant; and – as applicable – have built-in shutdown features – i.e., automatic "sleep mode" when the device has not been used for a pre-set amount of time.

#### PARTS & SUPPLIES WAREHOUSE LOCATION(S)

In the space provided below, please indicate the city and state of your nearest to Ft. Myers, FL parts and supplies warehouse that will support the products being offered under this quotation.

12670 McGregor Blvd, Fort Myers, Florida 33919



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WARRANTY/GUARANTEE

Lee County expects the awarded vendor to represent and honor any and all manufacturer's warranties which may be offered on equipment placed under this quote.

COUNTY RESERVES THE RIGHT

The County reserves the right – as part of the evaluation process in Step One – to request that vendors demonstrate, on the County's network, the equipment they are offering under this quote. Also, to keep and run the equipment on the network for as long as one (1) week for evaluation purposes.

**VENDOR QUALIFICATIONS**

To qualify for consideration for selection as a qualified vendor, a vendor must meet certain designated minimum experience and qualifications. These minimum qualifications are outlined in the following sections.

**NOTE: IN ORDER TO QUALIFY TO PROCEED TO STEP TWO AS A QUALIFIED VENDOR; A "PASS" MUST BE OBTAINED FOR ALL OF THE EVALUATION CRITERIA - SEE "SAMPLE A - EVALUATION SHEETS FOR REQUEST FOR QUALIFICATIONS".**

**REQUIRED SUBMITTALS FOR THIS RFQ ARE AS FOLLOWS:**

NOTE: Space is given below each evaluation criteria for vendors to explain how their firm, services, and products offered comply with the listed requirements, and therefore, earns a "Pass" for that criteria. If more space is required, feel free to attach additional sheets as necessary.

**LEE COUNTY, FLORIDA  
EVALUATION CRITERIA  
ANNUAL LEASE & PURCHASE OF  
COPIER MACHINES**

**1. EXECUTIVE SUMMARY**

Provide a cover letter indicating your firm's understanding of the requirements/scope of services of this specific RFQ package. The letter should be a brief formal document that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized to commit the Respondent's organization to perform the services included in the RFQ must sign the letter. Please provide a list of all persons authorized to give presentations – should they be requested – for Respondent.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

J.M. Todd Inc. is a full line authorized Canon/Savin dealership selling, leasing, and servicing Canon/Savin Copiers, Printers, and Fax machines  
including the related software. J.M.Todd Inc. has a base of approximately  
5000 machines in field with 35% represented by local city and county  
governement in our servicing area;including Collier County Board of  
Commisioners, City of Cape Coral, Lee County School District, and  
Charlotte County Board of Commisioners. J.M. Todd has the necessary  
supporting infrastructure to provide an average response time of 4 hours  
to our customers with our current response time at 2.8 hours. J.M. Todd  
has industry software which enables accurate billing and meter collection  
services. The ability to present account/machine reviews is another  
enhancement of this software. Billing issues are rare and easily corrected.



# JM TODD, INC.

"Business Document Handling Solutions"

12670 McGregor Blvd.  
Ft. Myers, FL 33919  
(239) 454-4445  
FAX (239) 454-4448  
1-800-441-1522

Lee County Board of Commissioners  
Division of Purchasing

J.M. Todd Inc. is interested in submitting a proposal for becoming a source of annual Lease and purchase of Canon/Savin Copiers and Fax machines for Lee County Board of Commissioners and other participating counties.

J.M. Todd Inc. understands the requirements and the scope of services set fourth in Quote No. Q-080397.

**J.M. Todd Inc. "Business Document Handling Solutions"**

Southwest Florida's leading company to help you take advantage of digital Technology. Todd's staff offers expertise and consultative skills to help you, the customer, create document output solutions. We offer the industries broadest and most connected range of Savin/Canon Copiers, Printers, Fax machines, Duplicators, Scanners, and Bindery equipment. We have been an Authorized Canon/Savin dealer for 12 years.

J.M. Todd Inc., through a complete staff of consultative experts, trained technical representatives, office/warehouse personnel and two building 17,000 square foot facility offers unsurpassed customer service. Our expertise is helping us win over the most prestigious business, academic institutions, and government organizations throughout Southwest Florida, from our Fort Myers location, since 1984.

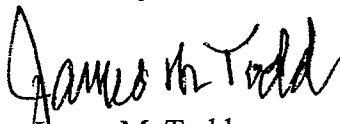
Persons authorized to give presentations:

Rodney Todd – Sales Consultant. E-mail: [Rodneyt@jmtodd.com](mailto:Rodneyt@jmtodd.com)

Mike Helsel – Service Supervisor. E-mail [Mikeh@jmtodd.com](mailto:Mikeh@jmtodd.com)

Greg Monkus – IT Specialist. E-mail [Gregm@jmtodd.com](mailto:Gregm@jmtodd.com)

Sincerely,

  
James M. Todd  
President

2. RESPONDENT'S BACKGROUND/EXPERIENCE & QUALIFICATIONS

A brief corporate overview (less than one page) should be provided, explaining any relevant milestones and the basic mission of the Respondent's company.

Separately, from the above document, summarize the qualifications of your firm. Where the project team includes subcontractors, qualifications of proposed subcontractors should also be provided. Past working relationships on similar projects should also be indicated.

Provide the credentials of the individual(s) from your firm that will administer the day-to-day operations of this quotation. Include a resume for each individual mentioned detailing specific experience with similar projects and, for service personnel, all equipment certifications earned. Please identify the person or persons to perform work with the County and give the percent of the quotation each person would be expected to perform. It is expected that the services provided will require a close, positive working relationship with the County; and that the personnel identified would not be changed without notifying the County in writing.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

J.M Todd Inc. has successfully been awarded Copier and MFP contracts with the City of Cape Coral and Collier County Board of Commissioners.

Both of these bids were renewed for additional periods. We have also just been awarded in the past 90 days a Copier MFP Purchase and

Lease RFP for Collier County Board of Commissioners.

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Ft. Myers, FL 33919  
(239) 454-4445  
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1-800-441-1522

Lee County Board of Commissioners  
Division of Purchasing

J.M. Todd Inc. mission is to provide value to our customers. Value is competitive pricing, quality products, and excellent service.

Our firm in February 2008 was honored to be awarded from Collier County Board of Commissioners their Copier MFP contract.



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Lee County Board of Commissioners  
Division of Purchasing

## Qualifications Summary

Experience 28 years

17,000 square foot Fort Myers facility

Experienced Sales Consultant

Experienced Clerical, Warehouse, and Dispatch staff

Performed similar products over 28 years with:

Lee County Public Schools

City of Cape Coral

Charlotte County Schools

Charlotte County Board of Commissioners

Collier County Board of Commissioners

Collier County Schools



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Lee County Board of Commissioners  
Division of Purchasing

Administrators of Day-to-Day Operations

James M Todd  
Owner/Manager  
Experienced 40 years

Rodney J Todd  
Sales Consultant  
Experience 20 years

Michael Helsel  
Service Supervisor  
Experience 23 years

Gregory Monkus  
IT Specialist  
Experience 10 years

Shannon Hughes  
Dispatch  
Experience 8 years



3. AUTHORIZED/REGULAR DEALER

Quotes will be considered only from firms which qualify as a "regular dealer" and who are authorized full line dealers for the brand of copier being quoted.

A "regular dealer" means a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business and in its own name, the purchase and sale/lease of the products in question.

Vendors should submit a copy of their dealer authorization with their quotation as part of their response to Criteria 3.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

J.M. Todd Inc. - an authorized/regular Canon/Savin dealer.

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CANON U.S.A., INC.  
5625 OAKBROOK PARKWAY  
NORCROSS, GEORGIA 30093-1847  
Telephone (770) 849-7700  
General Fax Telephone (770) 849-7809

March 11, 2008

To Whom It May Concern:

JM Todd Inc. at 12670 McGregor Boulevard, Fort Myers, Florida is a non-exclusive authorized Canon Dealer.

Under the terms of the Canon Office Imaging Retail Dealer Agreement, this Dealer is presently authorized to sell and service the Canon products listed on its Schedule A to the aforementioned Agreement, and related Canon products, supplies and parts. In addition, the Dealer is obligated to perform such service within a four-hour response time.

The agreement requires that the Dealer enroll technicians in Canon service training programs to enable the Dealer to properly maintain each model of the products it is authorized to sell. The agreement also provides that the Dealer shall maintain an adequate inventory of parts and supplies to service all the Canon machines sold by it. The contractual commitments by the Dealer have been established by Canon to afford the user of the Canon products adequate service facilities to maintain these products at high standards.

In the unlikely event that JM Todd should not continue in business as an authorized Canon Dealer, Canon U.S.A., Inc. will use its best efforts to make arrangements to find a suitable replacement service facility.

If there are further questions, please contact the Canon Regional Office.

Very truly yours,

Donna Aberg  
Canon U.S.A., Inc.  
Manager  
Regional Account Management  
Southeast Region

DA/nf



Savin  
Dealer Operations  
3080 Premiere Parkway  
Suite 125  
Duluth, GA 30097  
770/495-4120  
SAVINFAX 770/495-4140

Tuesday, July 15, 2008

To Whom It May Concern:

This is to certify that JM Todd Company is authorized to sell and service Savin Brand product in Charlotte, Collier, DeSoto, Hardee, Highlands and Lee County, Florida.

To be authorized, JM Todd Company has been thoroughly evaluated and has met our criteria in three areas; financial, marketing and service and continues to be a dealer in good standing.

JM Todd Company. has contracted with us to use its best efforts to vigorously and aggressively promote the sale and servicing of Savin products in its territory.

In addition, dealer maintains adequate stock of copiers, assemblies, components, spare parts and consumable supplies bearing the Savin trademark. Dealer employs Savin trained, factory certified Field Engineers, maintains shop facilities, and stocks parts sufficient to meet the requirements for proper servicing in the above referenced counties.

We guarantee that should JM Todd Company fail to fulfill satisfactorily any contractual obligations established as a result of the anticipated contract award, Savin, upon assignment, will either assume and discharge such obligations or provide for their competent assumption by one more bona fide dealer for the balance of the contract period.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Brown", is written over a horizontal line.

R. Brown, Vice President  
Dealer Operations  
Savin South

RB/ln

cc: Gerry Davis, Exec. DSM  
File

4. DESIGNATED CONTACT

The awarded vendor shall appoint a minimum of one (1) dedicated account representative to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

As a minimum, this person shall have been with your firm a minimum of three (3) consecutive years; be accessible by both cellular telephone and e-mail; and have a working knowledge of the entire product line that will be placed under this quotation (for training purposes) as well as billing procedures (to assist in resolving billing issues).

This person shall have the knowledge and resources to enable them to provide a maximum of a total of 24 hours response/resolution time (from the time the issue is brought to the person's attention) to any issues requiring action by the account representative. This includes responding to a request to meet with an end-user to consult on and recommend a machine placement.

A resume of the person who will serve as the dedicated account representative under this quotation should be submitted as part of your response to Criteria 4.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA - PRICING IS SUBMITTED IN STEP TWO.**

The person who would be dedicated as an Account Representative to  
Lee County would be Rodney Todd. Rodney Todd is readily available in  
person or by phone. His office is located on McGregor Blvd in Fort Myers.  
Rodney Todd has 20 years experience as an Account Sales Representative  
for J.M. Todd Inc. He also has current working knowledge of full line  
Canon/Savin products. Rodney is familiar with and able to make decisions  
regarding billing and maintenance issues. Rodney is always available to  
consult with the end user to ensure proper placement of Canon/Savin  
equipment.

## **MAJOR ACCOUNT ASSOCIATE**

***Rodney Todd***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**  
*Major Account Associate*

**1989-Present**

Manage sale, rental, inventory, and service contracts. Responsible for new business prospecting and development; scheduling client introductions and meetings; and preparing presentations, proposals, and bid specifications. Attend training and associated workshops to increase product knowledge and to stay abreast of company products and pricing. Participate in trade shows, exhibits, open houses, demonstrations, and promoting company image and products. Oversee relations with national accounts. Maintain close liaison with other functional organizations to ensure product service is in tune with all matters that may impact the organization and customer satisfaction.

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### **PROFILE**

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- Excellent experience in account management and exceeding sales goals.
- Background in high production output copier and document management systems and sales
- Exceptional analytical, organizational, and communication abilities to work within a professional, team-oriented environment
- Perform or assist with installations, setups of copiers, duplicators, and fax machines and assist with the movement of equipment
- Skill in setting up and operating high speed copiers to meet complex job specifications
- Provide coaching and mentoring of subordinate employees and advice and counsel on employee development and performance related issues.

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### **EDUCATION**

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Mississippi State  
Edison College  
Ricoh University Training  
Canon Technology ImageWare Training

5. SERVICE TECHNICIANS

The awarded vendor shall have a minimum of two (2) service technicians dedicated to servicing the copier machines placed under this quotation. Each technician shall be readily available during normal work hours by phone or in person.

As a minimum, these persons each shall have been with your firm a minimum of three (3) consecutive years; be accessible by both cellular telephone and e-mail; and have factory trained knowledge of the products that will be placed under this quotation.

Resumes – as well as certificates of training - of the persons who will serve as the dedicated service technicians under this quotation should be submitted as part of your response to Criteria 5.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

At J.M.Todd Inc. we take pride in the quality and customer service  
skills of our technicians. The average tenure of our technicians is  
10 years. The firm utilizes Canon/Savin schools Web Based Training.  
Webinars are also utilized.

## **COPIER TECHNICIAN**

***Mike Helsel***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**1988-Present**

*Copier Technician Supervisor*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Planned and implanted alterations to ensure safety, to improve operator, and to increase machine productivity. Supervise and train high speed copier operators and other subordinate personnel. Recommend appropriate techniques to increase quality and effectiveness of jobs and provide technical supervision.

**Accent Business Products, Fort Myers, FL**

**1984-1988**

*Copier Technician*

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

---

### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:
  - Olivetti, Mita, Minolta, Ricoh, AB Dick, Savin, Canon, Panasonic, Konica, and Xerox copiers.
  - Royal, Brother, Ricoh, Canon, and Savin fax machines.
  - A B Dick, Ricoh, and Savin duplicators.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment
- General knowledge of and skill in the operation and maintenance of multifunctional high speed copiers and related equipment. General knowledge of paper weights and reactions to duplicating processes; of the layout of materials for duplicating and publication.

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### **EDUCATION**

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Miami University – AAS Degree Electro-Mechanical Engineering  
Ricoh University Training  
Canon Systems and Technical Training Center

MIKE HELSEL

## View Your Transcript

Select a class for more information or to change a registration.

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	Name ▼	Course Number	Status	End Date
 SELECT	Basic Color Principles	BCP-101	Mastered on-line, passed	06/05/2004
 SELECT	Basic Quest	BQ-101	Finished - Passed	10/27/2000
 SELECT	Color imageRUNNER C3200	IRC3200-101	Finished - Passed	07/25/2003
 SELECT	Color imageRUNNER C5180 Cert. Update	IRC5180-OC	Mastered on-line, passed	08/01/2006
 SELECT	Color IRC3380/2880 Module Certificate	CIRC3380D-CTMOD	Completed on-line, not scored	11/01/2006
 SELECT	Color IRC3380/C2880 Intro. and Config.	IRC3380R-GKMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Accessories	CIRC3380A-ACMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Course Overview	CIRC3380C-GKMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Fixing	CIRC3380F-CPMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Image Formation	CIRC3380I-CPMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Key Operations	CIRC3380K-OTMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Laser Exposure	CIRC3380L-CPMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Main Controller	CIRC3380M-OTMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Media Transport	CIRC3380T-OTMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Original Exposure	CIRC3380O-CPMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Service Mode	CIRC3380S-OTMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Service Notes	CIRC3380N-OTMOD	Mastered on-line, passed	11/01/2006
 SELECT	Color IRC3380/C2880 Systems&Connectivity	CIRC3380Y-SCMOD	Mastered on-line, passed	11/01/2006
 SELECT	DR-4080U/4580U	DR4080-103	In Progress On-line	07/01/2006
 SELECT	FAX C855	CF855-101	Finished - Passed	08/23/2002
 SELECT	FAXB380IF	FAXB380IF-101	Finished - Passed	09/17/1996
 SELECT	FAXL4500	FAXL4500-101	Finished - Passed	07/02/1997
 SELECT	imageCLASS 1100	IC1100-101	Finished - Passed	12/21/2000
 SELECT	imageCLASS 1100	IC1100-101	Finished - Passed	06/08/2000
 SELECT	imageCLASS 2210C	IC2200-101	Finished - Passed	08/16/2000
 SELECT	imageCLASS 4000	IC4000-101	Finished - Passed	08/16/2000
 SELECT	imageCLASS C2100	ICC2100-101	Finished - Passed	08/16/2000
 SELECT	imageRUNNER 4570 Series- Online Course	IR4570O-101	In Progress On-line	12/01/2004
 SELECT	imageRUNNER C3100	IRC3100-102	Finished - Passed	07/23/2004
 SELECT	imageRUNNER C6800	IRC6800-102	Finished - Passed	02/04/2005
 SELECT	imageRUNNER Connectivity Quest	IRCQ-201	Finished - Passed	07/18/2003
 SELECT	INTRO TO FAX	INTROFAX-101	Finished - Passed	08/19/1996
 SELECT	LBP 1760	LBP1760-101	Finished - Passed	05/22/2000
 SELECT	LBP Overview	LBPO-GKMOD	Completed on-line, not scored	02/01/2007
 SELECT	LC3170	LC3170-101	Finished - Passed	05/22/2000
 SELECT	LCFAXGRP	LCS-101	Finished - Passed	04/04/2000
 SELECT	NAVI 2.1.0.3	NAV-TLMOD	Mastered on-line, passed	11/01/2006
 SELECT	Service Support Tool	SST-TLMOD	Mastered on-line, passed	03/01/2007
 SELECT	Service Support Tool	SST-TLMOD	Mastered on-line, passed	04/01/2005
 SELECT	Service Support Tool Update 3.21eR	SST3.21eR-TLMOD	Mastered on-line, passed	11/01/2006
	Welcome Course	MT-101	Completed on-line, not scored	06/01/2004



## **COPIER TECHNICIAN**

***William Meads***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**  
*Copier Technician*

**1989-Present**

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing. Provide outstanding support by meeting customers needs in a courteous and timely manner

**AB Dick Products of Pensacola and Daytona, FL**  
*Copier Technician*

**1987-1989**

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**Story Office Systems, FL**  
*Copier Technician*

**1987-1985**

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

---

### **PROFILE**

---

- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
Sharp, Saxon, Canon copiers, wide format, and fax machines, Konica, Xerox, Ricoh, Panasonic, Gestetner, Savin copiers, fax machines, and duplicators, AB Dick copiers, offset presses, cameras, folders, duplicators, and mimeographs, Itek cameras, Challenger products, Duplo Folders, Fast Fold folders, and Brother fax machines.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

---

### **EDUCATION**

---

Ricoh University Training  
Canon Systems and Technical Training Center

WILLIAM MEADS

## View Your Transcript

Select a class for more information or to change a registration.

[Show Abbreviated Transcript](#) | [Your Training Calendar](#)

	Name ▾	Course Number	Status	End Date
<a href="#">SELECT</a>	Basic Color Principles	BCP-CLTMOD	Mastered on-line, passed	03/01/2007
<a href="#">SELECT</a>	Black and White Technical Connections	TC-401	Finished - Passed	06/26/2003
<a href="#">SELECT</a>	C100/150GRP	BQ-101	Finished - Passed	04/14/1998
<a href="#">SELECT</a>	C12/16/20GRP	C12/16/20-101	Finished - Passed	04/14/1998
<a href="#">SELECT</a>	C300	BQ-101	Finished - Passed	05/22/1998
<a href="#">SELECT</a>	C330D	BQ-101	Finished - Passed	05/22/1998
<a href="#">SELECT</a>	CLBP 460PS	CLBP460-101	Finished - Passed	08/16/2000
<a href="#">SELECT</a>	Color imageRUNNER LBP 5360	CLBP5360-OC	Mastered on-line, passed	03/01/2007
<a href="#">SELECT</a>	Color imageRUNNER LBP 5960	CLBP5960-OC	Mastered on-line, passed	04/01/2007
<a href="#">SELECT</a>	Color imageRUNNER LBP 5960	CLBP5960-OC	Student Canceled	03/01/2007
<a href="#">SELECT</a>	imagePROGRAF IPF5000	IPF5000-WFMOD	Mastered on-line, passed	09/01/2006
<a href="#">SELECT</a>	imageRUNNER 5570/6570	IR6570-101	Finished - Passed	04/08/2005
<a href="#">SELECT</a>	imageRUNNER 1300 Series	IR1300-101	Finished - Passed	10/30/2002
<a href="#">SELECT</a>	imageRUNNER 1600/2000	IR1600-101	Finished - Passed	08/12/2002
<a href="#">SELECT</a>	imageRUNNER 2020 Series- Online Course	IR2020O-101	Mastered on-line, passed	11/01/2005
<a href="#">SELECT</a>	imageRUNNER 210/330/400	IR400-201	Student Canceled	03/01/2005
<a href="#">SELECT</a>	imageRUNNER 2200/2800/3300	IR3300-101	Student Canceled	11/30/2001
<a href="#">SELECT</a>	imageRUNNER 2200/2800/3300	IR3300-101	Finished - Passed	10/05/2001
<a href="#">SELECT</a>	imageRUNNER 2270/2870/3570/4570	IR4570-102	Finished - Passed	01/28/2005
<a href="#">SELECT</a>	imageRUNNER 4570 Series- Online Course	IR4570O-101	Mastered on-line, passed	11/01/2004
<a href="#">SELECT</a>	imageRUNNER 5000	IR5000-201	Finished - Passed	05/02/2003
<a href="#">SELECT</a>	imageRUNNER 5075/5065/5055/5050	IR5075-OC	Mastered on-line, passed	04/01/2007
<a href="#">SELECT</a>	imageRUNNER 600/8500/105	IR105-201	Finished - Passed	07/02/2003
<a href="#">SELECT</a>	imageRUNNER 6570 Series Online Course	IR6570O-101	Mastered on-line, passed	03/01/2005
<a href="#">SELECT</a>	imageRUNNER Connectivity Quest	IRCQGF-101	Finished - Passed	01/05/2001
<a href="#">SELECT</a>	imageRUNNER LBP3460	LBP3460-OC	Mastered on-line, passed	04/01/2007
<a href="#">SELECT</a>	imageRUNNER LBP3460	LBP3460-OC	Student Canceled	03/01/2007
<a href="#">SELECT</a>	IR210C	IR210C-101	Finished - Passed	12/22/2000
<a href="#">SELECT</a>	LBP 2460	LBP2460-101	Finished - Passed	08/16/2000
<a href="#">SELECT</a>	LBP Overview	LBPO-GKMOD	Completed on-line, not scored	02/01/2007
<a href="#">SELECT</a>	LBP Printer Drivers	LBPPD-GKMOD	Completed on-line, not scored	02/01/2007
<a href="#">SELECT</a>	LC510 Self-Paced Training Program	LC510-101	Finished - Passed	12/01/2003
<a href="#">SELECT</a>	LC700 Self-Paced Training Program	LC700-101	Finished - Passed	08/22/2003
<a href="#">SELECT</a>	Service Support Tool	SST-TLMOD	Mastered on-line, passed	02/01/2007
<a href="#">SELECT</a>	Service Support Tool Update 3.21eR	SST3.21eR-TLMOD	Mastered on-line, passed	06/01/2007
<a href="#">SELECT</a>	Service Support Tool Update 3.21eR	SST3.21eR-TLMOD	Mastered on-line, passed	03/01/2007
<a href="#">SELECT</a>	Welcome Course	MT-101	Completed on-line, not scored	11/01/2004
<a href="#">SELECT</a>	Wide Format Ink Supply	WFTIS-WFMOD	Mastered on-line, passed	09/01/2006
<a href="#">SELECT</a>	Wide Format Installation	WFTIN-WFMOD	Mastered on-line, passed	09/01/2006
<a href="#">SELECT</a>	Wide Format Media Handling	WFTMH-WFMOD	Mastered on-line, passed	09/01/2006
	Wide Format Overview	WFTOV-WFMOD	Mastered on-line, passed	09/01/2006

<b>SELECT</b>				
<b>SELECT</b>	Wide Format Print Head	WFTPH-WFMOD	Mastered on-line, passed	09/01/2006

## NETWORK SPECIALIST TECHNICIAN

*Gregory Monkus*

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### EXPERIENCE

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**JM Todd, Inc, Fort Myers, FL**  
*Network Specialist*

**1999-Present**

Perform the network connect on new installations of equipment. Responsible for troubleshooting and repairing PC's, printers, networks, and software installation. Monitor and maintain in-house network and workstations. Respond to customer inquiries, questions, and issues by diagnosing problems and providing the most appropriate technical solution in an accurate and timely manner. Perform or assist with installations, setups of copiers, duplicators, and fax machines and assist with the movement of equipment.

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### PROFILE

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- Advance experience with printers, plotters, scanners, copiers, and mfp's relating to network connectivity and network related features/functionality.
- Extensive knowledge of Operating Systems: Linux (Redhat Enterprise 2,3, and 4), Windows 2003 Server, Windows XP, Windows 2000 Server/Professional, NT Server, ME, 98, and 95.
- Server-related programs/experience in: Active Directory, WSUS, Exchange 2003, Symantec Corporate Edition 8/9/10 Anti-Virus Server/Client.
- In-depth knowledge of all related MS Office Products
- Advanced knowledge of TCP/IP based networks (All modern networks are based off TCP/IP protocols and applications like DNS, DHCP, SMTP, POPS, and FTP to name just a few).
- Advanced experience in setting up file sharing, web services (internal and external sites), email, networked printers, networked apps, fault tolerant RAID arrays, unmanaged/managed switches, routers, and medium sized server clusters.
- Extensive background in troubleshooting and installations, including parts replacements, and upgrades. As well as IRQ conflicts, addressing conflicts, illegal operations, invalid page faults, blue screens, registry errors, and printing problems.

---

### EDUCATION

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A+ Certified  
Ricoh University Training  
Canon Technology ImageWare Training  
Ecody Authorized Technician

GREG MONKUS

View Your Transcript

Select a class for more information or to change a registration.

[Your Training Calendar](#)

	<u>Name</u> ▼	<u>Course Number</u>	<u>Status</u>	<u>End Date</u>
▶ SELECT	DR-2580C	DR2580-101	Mastered on-line, passed	09/01/2005
▶ SELECT	DR-7080C	DR7080-101	Mastered on-line, passed	09/01/2005
▶ SELECT	Service Support Tool	SST-TLMOD	Mastered on-line, passed	03/01/2007
▶ SELECT	Welcome Course	MT-101	Completed on-line, not scored	09/01/2005

## **COPIER TECHNICIAN**

***Fernando Arocha***

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### **EXPERIENCE**

---

**JM Todd, Inc, Fort Myers, FL**

**1999-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing. Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

**Minolta Business Systems, Fort Myers, FL**

**1998-1999**

*Copier Technician*

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**SOS, Inc(Ikon Business Solutions) Fort Myers, FL**

**1994-1998**

*Copier Technician*

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

---

### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
Minolta, Gestetner, A B Dick, Sharp, Mitas, Konica, Canon, Ricoh, Brother, and Savin fax machine, copiers, and duplicators.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Provide outstanding support by meeting customers needs in a courteous and timely manner.

---

### **EDUCATION**

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Canon Systems and Technical Training Center



## **COPIER TECHNICIAN**

***Dan Schorr***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**2006-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office. Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency. Network business equipment to print, scan, and email.

**Copia, Fort Myers, FL**

**2000-2006**

*Copier Technician, Service Manager*

Ability to communicate effectively both orally and in writing; to supervise and train assigned personnel; to plan and supervise copy center operations.

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**Oasys (Bought out by Danka in 1995) Fort Myers, FL**

**1985-2000**

*Copier Technician*

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

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### **PROFILE**

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- Proven abilities in a wide range of technical skills, including:  
Panasonic, Minolta, Savin, Ricoh, and Canon fax machines and copiers.  
Savin, Ricoh, and AB Dick Duplicators.
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment
- General knowledge of and skill in the operation and maintenance of multifunctional high speed copiers and related equipment. General knowledge of paper weights and reactions to duplicating processes; of the layout of materials for duplicating and publication.
- Skill in setting up and operating high speed copiers to meet complex job specifications

---

### **EDUCATION**

---

Ricoh University Training  
Canon Systems and Technical Training Center  
A+ Certified



DAN SCHORR

View Your Transcript

Select a class for more information or to change a registration.

[Your Training Calendar](#)

	Name ▼	Course Number	Status	End Date
▶ SELECT	imagePROGRAF W7200/8200/6200 & BJ-W7000	W7200-201	Mastered on-line, passed	11/01/2006
▶ SELECT	Welcome Course	MT-RSMOD	Completed on-line, not scored	07/01/2007
▶ SELECT	Welcome Course	MT-101	Completed on-line, not scored	04/01/2006

## **COPIER TECHNICIAN**

***Richard Stokes***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**2002-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing.

**Copia Business Systems, Fort Myers, FL**

**2000-2002**

*Copier Technician*

Performed maintenance and repair on full line of Savin and Ricoh copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**Omni Business Systems (Ikon) Fort Myers, FL**

**1987-2000**

*Copier Technician*

Performed maintenance and repair on full line of Canon NP Series and CLC color copiers and handled all duties similar to those listed above under JM Todd, Inc.

**ACE Copier**

**1985-1987**

*Copier Technician*

Performed maintenance and repair on full line of Sharp copiers and handled similar duties to those above under JM Todd, Inc.

---

### **PROFILE**

---

- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
Sharp, Savin, Canon, Gestetner, Ricoh, and AB Dick copiers, duplicators, and fax machines
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

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### **EDUCATION**

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Ricoh University Training

RICHARD STOKES  
View Your Transcript

Select a class for more information or to change a registration. [Show Abbreviated Transcript](#) | [Your Training Calendar](#)

	Name ▾	Course Number	Status	End Date
 SELECT	CLC1	CLC1-101	Finished - Passed	02/03/1995
 SELECT	CLC1000	CLC1000-101	Finished - Passed	06/13/1997
 SELECT	CLC200	CLC300-101	Finished - Passed	08/30/1996
 SELECT	CLC300	CLC300-101	Finished - Passed	08/30/1996
 SELECT	CLC500	CLC500-101	Finished - Passed	02/03/1995
 SELECT	CLC700	CLC1100-101	Finished - Passed	03/28/1995
 SELECT	Color Connectivity Quest	CCQGF-101	Finished - Passed	10/21/2005
 SELECT	FAXL4000	FAXL4500-101	Finished - Passed	08/07/1998
 SELECT	GP55	GP55-101	Finished - Passed	08/01/1997
 SELECT	imageRUNNER Connectivity Quest	IRCQGF-101	Finished - Passed	01/05/2001
 SELECT	INTRO TO FAX	INTROFAX-101	Finished - Passed	07/27/1998
 SELECT	L700GRP	L700-101	Finished - Passed	07/31/1998
 SELECT	LCFAXGRP	LCS-101	Finished - Passed	08/07/1998
 SELECT	NP3050	NP3050-101	Finished - Passed	10/23/1992
 SELECT	NP4050	NP4050-101	Finished - Passed	05/22/1992
 SELECT	NP4080	NP4080-101	Finished - Passed	05/22/1992
 SELECT	NP6030	NP6030-101	Finished - Passed	01/07/1994
 SELECT	NP6080	NP8530-101	Finished - Passed	05/10/1996
 SELECT	NP6330	NP6330-101	Finished - Passed	09/22/1998
 SELECT	NP6650	NP6650-101	Finished - Passed	10/23/1993
 SELECT	NP7550	NP7550-101	Finished - Passed	03/19/1993
 SELECT	NP8530	NP8530-101	Finished - Passed	07/30/1993

## **COPIER TECHNICIAN**

***Timothy McDermott***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**2005-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, wide format and duplicators. Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing. Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

**Com Doc, Inc, Broadview Heights, OH**

**2002-2005**

*Field Service Engineer*

Major account engineer, color printer technician, and digital black and white technician. Performed maintenance and repair on copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**Adams Remco, Inc ,previously Rem Rand, Fort Wayne, IN**

**1987-1997**

*Copier Technician, Service Manger*

Performed maintenance and repair on copiers and handled all duties similar to those listed above under JM Todd, Inc. Supervised four technicians, maintained yearly budget and inventory

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### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
Toshiba, Panasonic, Ricoh, Savin, duplicators, copiers, fax machines and printers. GBC Laminating equipment and book binding.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Provide outstanding support by meeting customers needs in a courteous and timely manner.

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### **EDUCATION**

---

NEC - Electronic Engineering Technology  
Toshiba, Panasonic, Savin Technical Training  
Ricoh University Training

## **COPIER TECHNICIAN**

***Paul Marinell***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**1967-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and AB Dick.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of duplicator and folder equipment. Refurbish used equipment, which includes cleaning and repairing.

---

### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
  - Proven abilities in a wide range of technical skills, including:
    - AB Dick duplicators and presses, Minolta, Michael, Savin Duplicators, Standard, Bohm, Challenge, Martin Yale joggers and folders, Chandler Price, and Gestetner and A B Dick mimeographs
  - Perform maintenance at scheduled intervals on digital and analog duplicators and folders in customer's office
  - Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment
-

**COPIER TECHNICIAN**  
***Dennis McElreath***

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**EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**  
*Copier Technician*

**2006-Present**

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing.

**Roland's Business Systems, Worcester, MA**  
*Copier Technician*

**1984-2005**

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

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**PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:
  - Kyocera Mita, Panasonic, Brother, Savin, Canon, Standard duplicators.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

---

**EDUCATION**

---

Factory Trained on Standard Duplicators

## **COPIER TECHNICIAN**

***Steve Iellimo***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**  
*Copier Technician*

**1996-Present**

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing. Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment

**Danka, Pittsburgh, PA**  
*Copier Technician*

**1993-1996**

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

**AB Dick, Pittsburgh, PA**  
*Copier Technician*

**1985-1993**

Performed maintenance and repair copiers, fax machines, and duplicators, and handled all duties similar to those listed above under JM Todd, Inc.

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### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
Savin, Ricoh, Gestetner, Konica, A B Dick, Milta, fax machine, copiers, and duplicators.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Provide outstanding support by meeting customers needs in a courteous and timely manner.

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### **EDUCATION**

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Ricoh University Training

## **COPIER TECHNICIAN**

***Bruce Driggers***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**  
*Copier Technician*

**1996-Present**

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing.

**Qwick Copy Printing , Fort Myers, FL**  
*Technician*

**1971-1996**

Press operator, AB Dick, Multilith, and Davidson. Job included repair and maintenance of offset presses.

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### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Proven abilities in a wide range of technical skills, including:  
A B Dick offset and copiers, Ricoh copiers, analog and digital, Canon copiers, analog and digital, and Savin duplicators, fax machines, and copiers. Multilith and Davidson offset presses.
- Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
- Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment
- Provide outstanding support by meeting with customers in a courteous and timely manner.
- General Knowledge of paper weights and reactions to duplicating processes.

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### **EDUCATION**

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Ricoh University Training



## **COPIER TECHNICIAN**

***Josh Stamulis***

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### **EXPERIENCE**

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**JM Todd, Inc, Fort Myers, FL**

**2006-Present**

*Copier Technician*

Responsible for all aspects of troubleshooting and repair of a wide range of machines, such as Savin and Canon copiers, fax machines, and duplicators.

Complete all work orders generated by service dispatcher in a timely manner. Responsible for on-site repair and maintenance of copier/fax/duplicator equipment. Refurbish used equipment, which includes cleaning and repairing.

**United States Marine Corps**

**2001-2006**

Served Honorably in the U.S.M.C. working on war plans.

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### **PROFILE**

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- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
  - Proven abilities in a wide range of technical skills, including:
    - Savin copiers, fax machines, and duplicators. Canon copiers
  - Perform preventative maintenance at scheduled intervals on digital copiers and fax machines in customer's office
  - Perform or assists with installations, setups of copiers and fax machines and assist with the movement of equipment
  - Provide outstanding support by meeting with customers in a courteous and timely manner.
- 
-

6. RESPONSE TIME TO SERVICE REQUESTS

Service response time for all equipment leased or purchased and installed under this quotation shall be within four (4) hours.

For the purposes of this quotation, "service response time" shall be defined as the number of working hours it takes the on-site technician to begin actual work on the given machine from the time that the service call or e-mail is placed by the County representative. For example, a service call or e-mail placed at 4:00 p.m. on a Wednesday afternoon would need to be physically responded to by 11:00 a.m. on Thursday morning. Working hours are defined as 8:00 a.m. – 5:00 p.m. except Saturdays, Sundays and holidays. (The full-time on-site technician shall not give out cell phone or pager numbers to County personnel, or otherwise bypass the dispatch and reporting system put in place by the awarded vendor under this quotation.)

Your response to this criteria should include a detailed explanation of how your firm processes service requests – detailing how a request is handled from start to finish – as well as an in-depth explanation as to how your firm is capable of complying with the four (4) hour response time as detailed above.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

Currently J.M. Todd Inc. dispatches from it's Fort Myers location on

McGregor Blvd. Service calls are taken via phone, fax, or email.

Technicians are dispatched by cell phone. Work orders are created

from computer software identified by ID numbers. Establishing

equipment under this quotation as priority response time through

the software we use.

7. RESPONSE TIME TO BILLING ISSUES

Response time to billing issues for all equipment leased or purchased and installed under this quotation shall be within twenty-four (24) hours.

For the purposes of this quotation, "billing issue response time" shall be defined as the number of working hours it takes the awarded vendor's representative to acknowledge and begin actual work to resolve the billing issue on a given machine from the time that the call or e-mail is placed by the County representative. For example, a call or e-mail placed at 4:00 p.m. on a Wednesday afternoon would need to be responded to by 11:00 a.m. on Thursday morning. Working hours are defined as 8:00 a.m. – 5:00 p.m. except Saturdays, Sundays and holidays.

Your response to this criteria should include a detailed explanation of how your firm processes issues/problems with billing – detailing how a request is handled from start to finish – as well as an in-depth explanation as to how your firm is capable of complying with the twenty-four (24) hour response time as detailed above.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

Response to billing issues.

Time Frame: Within 24 hours

Dedicated Specialist - Cheryl LaPierre

Leased Equipment Invoicing

Purchased Equipment Invoicing

Dedicated Specialist - Evelyn Pellicane

Service Contracts

Computer software dedicated to copier purchase, lease, and service.

Billing ability to speak with person not a mail box.

8. COPIER REPLACEMENTS/LOANERS

In the event that repairs cannot be completed within two (2) working days from the time that the first service call is placed on any piece of equipment placed under this quotation via lease or purchase; equivalent loaner equipment shall be provided by the awarded vendor immediately and proactively (without official request by the County) at no additional cost or penalty to the County.

Your response to this criteria should include a detailed explanation of your firm's loaner program – detailing how a request is handled from start to finish – as well as an in-depth explanation as to how your firm is capable of complying proactively within the timeframe as detailed above.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

J.M.Todd Inc. currently provides a loaner machine if a machine is going to be down for 24 hours. The technician notifies dispatch who in turn would coordinate a time with the Account Representative to deliver a loaner. J.M. Todd Inc. carries a large fleet of refurbished MFP's that have been turned in from previous leases or trade ins from the retail sector. We are happy to offer this service at no charge to our customers.

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9. REFERENCES

Please provide a minimum of five (5) references – all references shall be similar in size and scope to that which is outlined in this RFQ; and a minimum of three (3) of the references shall be governmental entities.

Please include only references within the current calendar year and previous five (5) calendar years. Information provided for each account should include, at a minimum, the following:

- \*Contract/Project Name
- \*Agency/Department/Office for which performed
- ? \*Dates of contract
- \*Owner's contract/project manager or other representative
- ✓ \*Contact person and direct dial phone number
- ✓ \*Total number of digital multifunctional units installed by your company
- ✓ \*Dollar value of contract
- \*Percentage of digital multifunctional units at this reference location
- ✓ \*What percentage of the units installed have print connectivity installed

The County reserves the right to contact any and all references and to obtain, without limitation, information on the Respondent's performance on the listed jobs.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

Reference Sheet is Attached

### References

<u>Customer</u>	<u>Department</u>	<u>Contact</u>	<u># of MFPs</u>	<u>Fax</u>	<u>Connected</u>	<u>Annual Amount</u>
Collier District Schools	Procurement Director	Nancy Sirko (239) 377-0064	820	201	15%	\$ 730,000
Collier County Bd of Commissioners	IT Services	Jhony Desinor (239) 774-8433	102	17	98%	340,000
Lee County District Schools	Procurement Director	Robert George (239) 337-8158	390	15	17%	560,000
Charlotte County School Bd	Purchasing Director	Carol Keher (941) 575-5418	280	25	10%	295,000
Lee County Electric Facility (LCEC)	Facility Mgmt	Cheryl Fuoss (239) 656-2165	20	29	40%	150,000

All of the above references are under current contract with J.M. Todd Inc.

Dates: Annual Renewal

Contracts: City of Cape Coral—September 23, 2002-2008—# 072402-48  
 Collier County Board of Commissioners IT # 07-4141 Current  
 State of Florida # 600-340-06-1 Current  
 U.S Communities-Los Angeles-#58795 Current

10. MANUFACTURER SUPPORT LETTER

Respondent shall provide a manufacturer support letter stating that in the unlikely event its servicing company is unable to provide service, the manufacturer will arrange for and/or provide all necessary parts and service support at the same prices and under the same service terms quoted in Respondent's quote. The manufacturer will also guarantee in its letter that all products installed under this quotation will be fully compatible with future versions of the most popular network operating systems. This letter should be included as part of your response to Criteria 10.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

See attached letter from Canon/Savin

See attached letter from Canon/Gavin



CANON U.S.A., INC.  
5625 OAKBROOK PARKWAY  
NORCROSS, GEORGIA 30093-1847  
Telephone (770) 849-7700  
General Fax Telephone (770) 849-7809

March 11, 2008

To Whom It May Concern:

JM Todd Inc. at 12670 McGregor Boulevard, Fort Myers, Florida is a non-exclusive authorized Canon Dealer.

Under the terms of the Canon Office Imaging Retail Dealer Agreement, this Dealer is presently authorized to sell and service the Canon products listed on its Schedule A to the aforementioned Agreement, and related Canon products, supplies and parts. In addition, the Dealer is obligated to perform such service within a four-hour response time.

The agreement requires that the Dealer enroll technicians in Canon service training programs to enable the Dealer to properly maintain each model of the products it is authorized to sell. The agreement also provides that the Dealer shall maintain an adequate inventory of parts and supplies to service all the Canon machines sold by it. The contractual commitments by the Dealer have been established by Canon to afford the user of the Canon products adequate service facilities to maintain these products at high standards.

In the unlikely event that JM Todd should not continue in business as an authorized Canon Dealer, Canon U.S.A., Inc. will use its best efforts to make arrangements to find a suitable replacement service facility.

If there are further questions, please contact the Canon Regional Office.

Very truly yours,

Donna Aberg  
Canon U.S.A., Inc.  
Manager  
Regional Account Management  
Southeast Region

DA/nf





Savin  
Dealer Operations  
3080 Premiere Parkway  
Suite 125  
Duluth, GA 30097  
770/495-4120  
SAVINFAX 770/495-4140

Tuesday, July 15, 2008

To Whom It May Concern:

This is to certify that JM Todd Company is authorized to sell and service Savin Brand product in Charlotte, Collier, DeSoto, Hardee, Highlands and Lee County, Florida.

To be authorized, JM Todd Company has been thoroughly evaluated and has met our criteria in three areas; financial, marketing and service and continues to be a dealer in good standing.

JM Todd Company. has contracted with us to use its best efforts to vigorously and aggressively promote the sale and servicing of Savin products in its territory.

In addition, dealer maintains adequate stock of copiers, assemblies, components, spare parts and consumable supplies bearing the Savin trademark. Dealer employs Savin trained, factory certified Field Engineers, maintains shop facilities, and stocks parts sufficient to meet the requirements for proper servicing in the above referenced counties.

We guarantee that should JM Todd Company fail to fulfill satisfactorily any contractual obligations established as a result of the anticipated contract award, Savin, upon assignment, will either assume and discharge such obligations or provide for their competent assumption by one more bona fide dealer for the balance of the contract period.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Brown". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

R. Brown, Vice President  
Dealer Operations  
Savin South

RB/ln

cc: Gerry Davis, Exec. DSM  
File

11. SCANNING SOTWARE/FILE TYPES

Lee County currently uses KwikTag document imaging software. Additional detail on this software may be found at: [www.imagetag.com](http://www.imagetag.com)

Types of files processed include, but are not limited to: OCR, PDF, Postscript and PCL.

The line of machines you are offering **MUST** be capable of seamlessly using KwikTag and processing the above listed file types.

**IN THE SPACE PROVIDED BELOW, PLEASE EXPLAIN HOW YOUR FIRM AND SERVICES OFFERED COMPLY WITH THE REQUIREMENTS OUTLINED IN THIS CRITERIA.**

**NOTE: DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR RESPONSE TO THIS CRITERIA – PRICING IS SUBMITTED IN STEP TWO.**

Canon and Savin products that are being offered are capable of

scanning PDF, TIFF, and JPEG files. This will allow the seamless use

of Kwik Tag document imaging software.

SAMPLE A

CRITERIA EVALUATION SHEET

\*\*\*\*\*

Project Name: Lease & Purchase of Copier Machines

Quotation No.: Q-080397

Vendor Name: J. M. Todd Inc

Committee Evaluation Date/Time: \_\_\_\_\_

\*\*\*\*\*

Criteria 1 – Executive Summary                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 2 – Respondent's Background/  
Experience & Qualifications                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 3 – Authorized/Regular Dealer:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 4 – Designated Contact:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 5 – Service Technicians:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 6 – Response Time to  
Service Requests:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 7 – Response Time to  
Billing Issues:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 8 – Copier  
Replacements/Loaners:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 9 – References:                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 10 – Mfgr. Support Letter                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

Criteria 11 – Scanning Software/File Types                      Pass \_\_\_\_\_                      Fail \_\_\_\_\_

FORMAL QUOTE NO.: Q-080397

**SAMPLE B**

**REFERENCE CHECK FORM**

PROJECT: Lease & Purchase of Copier Machines

QUOTE NO.: Q-080397

\*\*\*\*\*

1. Has this company provided copier machines on both a lease and purchase basis similar to that being proposed to Lee County to your firm/entity?

Yes \_\_\_\_\_

No \_\_\_\_\_

2. How long has this company been working with your firm/entity with supplying copier machines?

Length of time: \_\_\_\_\_

3. How is their response time to your requests?

Excellent \_\_\_\_\_

Satisfactory \_\_\_\_\_

Poor \_\_\_\_\_

4. How is the availability of their managerial and support staff?

Excellent \_\_\_\_\_

Satisfactory \_\_\_\_\_

Poor \_\_\_\_\_

5. Would you recommend employment of this company?

Yes \_\_\_\_\_

No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

6. How would you rate the overall performance of this company?

Excellent \_\_\_\_\_

Satisfactory \_\_\_\_\_

Poor \_\_\_\_\_

OVERALL COMMENTS: \_\_\_\_\_

REFERENCE CALLED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

CHECKER'S SIGNATURE: \_\_\_\_\_

FORMAL QUOTE NO.: Q-080397

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

SOLICITATION NO.: \_\_\_\_\_ PROJECT NAME: Annual Lease and Purchase of  
Canon/Savin Copiers and Fax Machines

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: J.M. Todd Inc.

James M Todd Pres.  
Signature Title

8-4-08  
Date

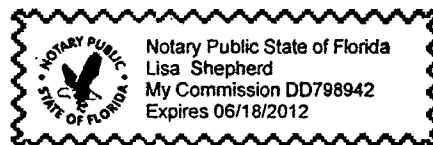
STATE OF FL  
COUNTY OF Lee

The foregoing instrument was signed and acknowledged before me this 4<sup>th</sup> day of Aug, 2008, by Jim M. Todd who has produced  
(Print or Type Name)  
KNOWN as identification.  
(Type of Identification and Number)

Lisa Shepherd  
Notary Public Signature

Lisa Shepherd  
Printed Name of Notary Public

DD798942/6/18/2012  
Notary Commission Number/Expiration



The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

**INSURANCE REQUIREMENTS**

**NOTE:** Your certificate of insurance must meet the following requirements:

**Requirement #1:**

The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.

**Requirement #2:**

Certificate holder shall be listed as follows:

Lee County Board of County Commissioners  
C/O Lee County Purchasing  
P.O. Box 398  
Fort Myers, FL 33902-0398

**Requirement #3:**

Each policy shall provide a 30-day notification clause in the event of cancellation, non-renewal or adverse change.

1. **Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendor's interest or liabilities, but are merely minimums.*

- a. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease limit per employee

- b. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and exposures with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$500,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

***\*The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. Verification of Coverage:

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials@ will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the County, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the Contractor resulting from the Contractor's work as further described in this contract, which may arise in favor of any person or persons resulting from the Contractor's performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the County, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, Contractor hereby agrees to indemnify the County for all reasonable expenses and attorney's fees incurred by or imposed upon the County in connection therewith for any loss, damage, injury or other casualty. Contractor additionally agrees that the County may employ an attorney of the County's own selection to appear and defend any such action, on behalf of the County, at the expense of the Contractor. The Contractor further agrees to pay all reasonable expenses and attorney's fees incurred by the County in establishing the right to indemnity.



**PURCHASING AGREEMENT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, by and between LEE COUNTY, a political subdivision and chartered county of the STATE OF FLORIDA, acting by and through its BOARD OF COUNTY COMMISSIONERS, the governing body thereof, hereinafter referred to as "County", and \_\_\_\_\_ hereinafter referred to as "Vendor".

WITNESSTH: That the parties hereto, for the consideration herein set forth mutually agree as follows:

Article 1. SCOPE OF WORK: The Vendor shall provide all labor, services, materials, and equipment and perform all the necessary work in the manner and form provided by the Contract Documents for the performance of:

Article 2. CONTRACT SUM: The County shall pay to the Vendor, for the faithful performance of the terms as specified in the Purchasing Agreement, in lawful money of the United States of America, and subject to the additions and deductions as provided in the Contract Documents, total sum as follows:

Based on the agreed upon price shown in the Proposal previously submitted to the County, a copy of said Proposal being a part of this Agreement

the sum of \_\_\_\_\_  
DOLLARS ( \_\_\_\_\_ )

Article 3. PAYMENTS: If during the progress of the work or furnishing of services it appears that the Vendor's bills for the materials and labor are not being paid, the County shall have the right to withhold from the Vendor's monthly payments sufficient sums to protect itself against all losses from possible liens, and to apply the said sums to the payment of such debts. Payments of monthly estimates are agreed not to be admission by the County that the work is done or that its quality or quantity is satisfactory; final acceptance shall occur only with final payment. Before the final payment is made, the Vendor shall show to the County satisfactory evidence that all just liens or claims for payment from all persons supplying the Vendor labor, material and supplies used directly or indirectly by the Vendor or any subcontractor or subcontractors of the Vendor in the prosecution of the work are fully satisfied, and that there are no liens, claims and demands resulting from the Vendor's performance. The County shall have the right to withhold up to ten (10%) percent of each progress payment which shall be due and payable to the Vendor upon final completion of the work.

Should the Vendor fail to complete the work within the time limit, no partial estimate will be rendered and no payments will be made after the date established for completion except as follows:

1. If a Surety Bond was furnished, the Vendor shall deliver to the County's Agent the written consent of the Vendor's Surety covering every such partial payment permitting such payment to be made without affecting the validity of the Bond.

2. If a Cash Bond was furnished, the County's Agent will examine the conditions relating to the delay, also the amount and nature of the work remaining to

be completed and his decision will determine whether partial payments will continue to be made or withheld.

The validity of the Bond shall in no way be affected regardless of which course of action is taken.

Article 4. This Purchasing Agreement shall be in effect from the period commencing the \_\_\_\_\_ day of \_\_, 20\_\_ up to and including the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Article 5. FAILURE TO COMPLETE THE WORK ON TIME: The time limit for the completion of all work under this Purchasing Agreement shall be as set forth in the Proposal. The dates fixing this period upon the calendar shall be as established and stated in the "NOTICE TO PROCEED" from the Purchasing Agent. After commencement of work for this Agreement, it shall be pushed with proper dispatch toward completion, to the satisfaction of the County and shall be fully completed within the time limit if so established. It is understood and agreed that the time limit for completion of said work is the essence of this Agreement and, should the party of the second part fail to complete the work within the time limit, it is agreed that for each calendar day that any work provided for in these plans or specifications shall remain incomplete after the time limit has expired, including any official extension of time limit, the sum per day given in the following schedule shall be deducted from monies due this Vendor, not as a penalty, but as liquidated damages and added expense for supervision.

Amount of Liquidated Damages per day: \_\_\_\_\_

The Vendor shall take into account all contingent work which has to be done by other parties, arising from any cause whatsoever, and shall not plead his want or knowledge of said contingent work as an excuse for delay in his work, or for its nonperformance.

Article 6. PURCHASING AGREEMENT DOCUMENTS: The documents hereinafter listed shall form the Purchasing Agreement and they are as fully part of the Purchasing Agreement as if attached hereto:

1. Advertisement for quotes (If Advertising actually performed)
2. Proposal Quote Form
3. Quote Bond (if required)
4. Specifications
5. Insurance Certificate (if required)
6. Vendors Bond (if required)
7. Plans (if applicable)

Article 7. APPLICABLE LAW: This Purchasing Agreement shall be governed by the laws, rules, and regulations of the State of Florida, or the laws, rules and regulations of the United States which may be applicable to the product or services provided. The PROVIDER has attested to compliance with the applicable immigration laws of the United States. Violations of the immigration laws of the United States shall/may be grounds for unilateral termination of this agreement.

Article 8. ASSIGNMENT AND TRANSFER: The Vendor shall not assign or transfer any of its rights, benefits or obligations hereunder, except for transfer that result from transfer or consolidation with a third party, without the prior written approval of the county. The Vendor shall have the right to employ other persons and/or firms to serve as subcontractors in connection with the requirements of the Agreement.

Article 9. TERMINATION: This Agreement may be terminated by either party by giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a

termination notice submitted by the Vendor, and no such termination notice submitted by the Vendor shall become effective unless and until the Vendor is notified in writing by the County of its acceptance.

However, if the Vendor is adjudged bankrupt or insolvent, if it makes a general assignment for the benefit of its creditors, if a trustee or receiver is appointed for the Vendor or for any of the property, if it files a petition to take advantage of any debtors act or to reorganize under the bankruptcy or similar laws, if it disregards the authority of the County's designated representatives, if it otherwise violates any provisions of this Agreement, or for any other just cause, the County may, without prejudice to any other right or remedy and after giving the Vendor seven (7) calendar days written notice, terminate this Agreement.

Where the Vendor's services have been terminated by the County, said termination shall not affect any rights of the County against the Vendor then existing or which may thereafter accrue. In the event of termination of this Agreement, not the fault of the Vendor, the County shall compensate the Vendor for: (1) all services completed prior to the effective date of termination; (2) reimbursable expenses then due; and (3) reasonable expenses incurred by the Vendor in effecting the termination of services and work, and incurred by the submittal to the County of project drawings, plans, data, and other project documents which are the subject of this Agreement.

Article 10. SEVERABILITY: The provisions and scope of work included in this Agreement are severable. The excuse of nonperformance of a portion of this Agreement shall not excuse the Vendor from further performance or completion of the Agreement.

Article 11. CONFLICTING PROVISION: Should any provision of this Agreement conflict with any other specifications or provisions included or incorporated by reference, the provisions of this Agreement shall control.

Article 12. WAIVER: Any waiver by the County or the breach of any provision of this Agreement shall not be construed or deemed to be a modification of the terms of this Agreement.

Article 13. MODIFICATION: Modification to covenants, terms and provisions of the Agreement shall only be valid when issued in writing as an amendment or change order agreed to by both parties.

Article 14. ILLEGAL OR UNCONSTITUTIONAL PROVISIONS: Should a Court of Law determine any provision of this Agreement to be contrary to the law, such a ruling shall not relieve the Vendor from fulfilling other responsibilities under the Agreement.

Article 15. DAMAGE TO PRIVATE PROPERTY: Should any private property not belonging to the Vendor be damaged through the fault of the Vendor, while carrying out this Agreement, such damage shall be repaired by the Vendor prior to the completion of the project. The County shall withhold final payment until such repairs have been made.

Article 16. INSURANCE: The Vendor will provide a certificate of insurance, meeting the requirements outlined in the specifications (if required).

Article 17. HOLD HARMLESS AND INDEMNITY: The Vendor agrees through the signing of this document by an authorized party or agent that he shall hold harmless and defend the County of Lee and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigation and judgements of every name and description arising out of or incidental to the performance of this Agreement or work performed thereunder, whether or not due to or caused by negligence of the County excluding only the sole negligence of the County.

Article 18. **EMPLOYEES:** Persons employed by the Vendor in the performance of services pursuant to this Purchasing Agreement shall not be considered employees of the County, shall be independent thereof and shall have no claim against the County as to pension, worker compensation, unemployment compensation, insurance, salary, wages or other employee rights or privileges granted by operation of law or by the County to its officers and employees.

Article 19. **LIABILITY FOR ACTS AND OMISSIONS:** The County shall not be deemed to assume any liability for the acts, omissions or negligence of the Vendor, its agents or employees, and the Vendor shall indemnify, release and hold the county harmless from and shall defend the County and its officers and employees against any and all claims, demands, liabilities and suits arising from any act or omission of the Vendor, his agents or employees performing services and functions pursuant to this Agreement. This Agreement to indemnify shall not apply to any liability for personal injury, property damage, or breach of Agreement caused solely by the negligence of the County.

Article 20. This Agreement embodies the entire understanding of the parties and there are no other agreements or understandings, written or oral, in effect between parties, relating to the subject matter hereof. This instrument may be amended or modified only by an instrument of equal formality signed by the respective parties.

Article 21. **ANTI-DISCRIMINATION CLAUSE:** The Vendor hereby agrees to comply with all applicable provisions of Federal, State and local anti-discrimination laws. A list of all pertinent provisions are attached as an addendum, if applicable. The Vendor agrees to hold harmless, defend, and indemnify the County for any losses incurred as a result of its failure to abide by the applicable anti-discrimination laws.

Article 22. **SALES AND USE TAX:** The Contractor is responsible for complying with the Florida Sales and Use Tax Law as it may apply to any and all of the Services and Work to be provided and performed pursuant to this Contract. The amount(s) of Compensation set forth in the Contract or in any Change Orders or Work Orders authorized pursuant to this Contract shall be understood and agreed to include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the Contractor and of any and all of the Sub-Contractors or material suppliers engaged by the Contractors pursuant thereto.

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FORMAL QUOTE NO.: Q-080397

IN WITNESS WHEREOF the said Lee County, Florida, has caused this Purchasing Agreement to be executed in its name by the Chair, attested by the Clerk of Courts to be hereto attached; and Unique Management Services, Inc. has caused this Agreement to be executed in its name by \_\_\_\_\_ President, attested by its \_\_\_\_\_ Secretary \_\_\_\_\_, and has caused the seal of said corporation to be hereunto attached, all on the day and year first above written.

ATTEST:  
CLERK OF CIRCUIT COURT  
Charlie Green, Clerk

LEE COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chair

APPROVED AS TO FORM

By: \_\_\_\_\_  
Office of the County Attorney

By: Janet F. Todd  
Secretary

James M Todd  
(Correct Name of Corporation)

By: James M Todd  
President

(Corporate Seal)

Revised: June 3, 2008

Revised: 7/24/07

## LEASE ANALYSIS FORM (Part I)

To (Accountant): \_\_\_\_\_ Dept: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Lessor: \_\_\_\_\_  
 Date: \_\_\_\_\_ Property: \_\_\_\_\_  
 Return to: \_\_\_\_\_ cc: \_\_\_\_\_

Funds related to the lease agreement: \_\_\_\_\_

The following information must be obtained and reported to the accountant associated with the corresponding funds. The following information is required to determine the type of lease and how it will be recorded.

Please explain any stipulations of the lease that are not covered on this form.

(See important instructions on the bottom of Part II.)

1. Is the lease noncancelable? (meaning the contract of the lease is only cancelable upon some remote contingency, and the penalties to cancel would be so costly that cancellation is not probable.)

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Does the lease transfer ownership?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Lease term (in months): \_\_\_\_\_

When does the term begin (first payment): \_\_\_\_\_

Date for delivery of leased property: \_\_\_\_\_

4. The annual implicit interest rate of the lease (obtained from the lessor-vendor): \_\_\_\_\_

5. Total monthly payment required for lease agreement (please indicate if costs are estimated):

Maintenance costs: \_\_\_\_\_

Usage/Material costs: \_\_\_\_\_

Insurance/Taxes: \_\_\_\_\_

Total Executory Costs: \_\_\_\_\_

Principal and Interest: \_\_\_\_\_

Total payment: \_\_\_\_\_

6. Fair Market Value (FMV), and origin of FMV:

FMV: \_\_\_\_\_

Estimated Economic Life of Property: \_\_\_\_\_

7. Is there a Bargain Purchase Option? (a provision allowing the lessee to purchase the leased property for a price that is significantly lower than the property's expected fair value at the date the option becomes exercisable.)

Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any purchase options at the end of the lease? (explain)

8. Is there a residual value for the leased property at the end of the term?

Unguaranteed (lessee is not bound to deficiencies of stated residual amount)

Guaranteed (lessee agrees to make up any deficiency of stated residual amount)

9. Are there any initial payments for the lease? (cash up front, trade-in, etc.) \_\_\_\_\_

(FORWARD TO GENERAL ACCOUNTING)

**LEASE ANALYSIS FORM (Part II)**  
(FINANCE USE ONLY)

Circle the type of lease and fill in accordingly:

**OPERATING LEASE**

Property Control Form *not* required

Object code series for purchase order:

44XX  
(Rental expense)

Attach a copy of this document with initial payment

Initials  
\_\_\_\_\_

**CAPITAL LEASE**

Property Control Form is *required*  
(to be forwarded with first payment)

Amount to be capitalized: \_\_\_\_\_

Asset control number: \_\_\_\_\_

Object codes for purchase order:

Executory costs:	<u>34XX</u>
Principal:	<u>7130</u>
Interest:	<u>7230</u>

Which capitalization criteria was met:

Transfer of ownership test  
Bargain Purchase Option test  
Economic life test (75% test)  
Recovery of investment test (90% test)

PV of the minimum lease payments: \_\_\_\_\_

% of FMV: \_\_\_\_\_

Attach the following documents and return to the  
appropriate person:

recovery of investment spreadsheet  
lease data and amortization table  
schedule of payments

Initials  
\_\_\_\_\_

All information from Part I is an integral part of the lease contract. It should be reported  
directly on the purchase order. N/A should be used for any questions that do not apply.

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LEE COUNTY PURCHASING - BIDDERS CHECK LIST

**IMPORTANT:** Please read carefully and return with your bid proposal.  
Please check off each of the following items as the necessary action is completed:

- ☒ 1. The Quote has been signed.
- ☒ 2. The Quote prices offered have been reviewed.
- ☒ 3. The price extensions and totals have been checked.
- ☒ 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- ☒ 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- ☐ 6. All modifications have been acknowledged in the space provided.
- ☒ 7. All addendums issued, if any, have been acknowledged in the space provided.
- ☐ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- ☐ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- ☒ 10. Any Delivery information required is included.
- ☒ 11. Affidavit Certification Immigration Signed and Notarized
- ☒ 12. The mailing envelope has been addressed to:

<b>MAILING ADDRESS</b>		<b>PHYSICAL ADDRESS</b>
Lee County Purchasing		Lee County Purchasing
P.O. Box 398	or	1825 Hendry St 3 <sup>rd</sup> Floor
Ft. Myers, FL 33902-0398		Ft. Myers, FL 33901
- ☒ 13. The mailing envelope **MUST** be sealed and marked with:  
Quote Number  
Opening Date and/or Receiving Date
- ☒ 14. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)
- ☐ 15. If submitting a "NO BID" please write quote number here \_\_\_\_\_  
and check one of the following:
  - ☐ Do not offer this product ☐ Insufficient time to respond.
  - ☐ Unable to meet specifications (why).
  - ☐ Unable to meet bond or insurance requirement.
  - Other: \_\_\_\_\_

Company Name and Address:

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



**COPY**



PROJECT NO.: Q-080397

OPEN DATE: JULY 15, 2008

AND TIME: 2:30 P.M.

PRE-BID DATE: JUNE 24, 2008

AND TIME: 10:00 A.M.

LOCATION: LEE COUNTY PURCHASING  
1825 HENDRY ST., 3<sup>RD</sup> FL  
FT. MYERS, FL 33901

# REQUEST FOR QUOTATIONS

## TITLE:

## ANNUAL LEASE & PURCHASE OF COPIER MACHINES STEP TWO – PRICING

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PURCHASING

**MAILING ADDRESS**

P.O. BOX 398  
FORT MYERS, FL 33902-0398

**PHYSICAL ADDRESS**

1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

BUYER: BOB FRANCESCHINI, C.P.M., CPPB  
PURCHASING AGENT  
PHONE NO.: (239) 533-5457  
EMAIL: rfranceschini@leegov.com

FORMAL QUOTE NO.: Q-080397

**LEE COUNTY, FLORIDA  
PROPOSAL QUOTE FORM  
FOR THE ANNUAL LEASE & PURCHASE OF  
COPIER MACHINES**

DATE SUBMITTED: August 5, 2008

VENDOR NAME: J.M. Todd Inc

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges  
receipt of Addenda numbers:

1 

**GRAND TOTAL COST -**  
**(ALL COPIER SEGMENTS): \$ 804,561.28**

NOTE: IT IS UNDERSTOOD THAT ALL SCANS MADE ON ALL MACHINES COVERED BY THIS QUOTE SHALL BE ON A NO COST/FREE OF CHARGE BASIS.

NOTE: LEASE AND PURCHASE PRICES QUOTED FOR EACH COPIER SHALL INCLUDE DELIVERY (AND REMOVAL OF THE OLD COPIER IF SO REQUESTED), INSTALLATION, TRAINING, AN ESP BRAND (NO EQUALS OR SUBSTITUTES) POWER/SURGE PROTECTION DEVICE APPROPRIATE FOR THAT UNIT (SEE STEP TWO - DETAILED SPECIFICATIONS FOR ADDITIONAL INFORMATION ON THE POWER/SURGE PROTECTION DEVICE REQUIREMENTS), AND PICKUP OF THE MACHINE AT LEASE END.

NOTE: THE COST PER COPY CHARGE FOR EACH COPIER - WHETHER LEASED OR PURCHASED - SHALL INCLUDE SUPPLIES (INCLUDING TONER AND STAPLES ON AN UNLIMITED BASIS), AND ALL MAINTENANCE (INCLUDING PARTS AND LABOR AS WELL AS PREVENTIVE MAINTENANCE VISITS).

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NOTE: PAPER IS NOT TO BE INCLUDED IN EITHER THE LEASE/PURCHASE PRICES, OR THE COST PER COPY CHARGES.

NOTE: IT IS UNDERSTOOD THAT THE MODELS QUOTED ARE CURRENT AS OF THE DATE OF THIS SOLICITATION – IT IS UNDERSTOOD THAT MODELS MAY CHANGE ON A SEGMENT BY SEGMENT BASIS AS THE MANUFACTURER RELEASES THEM TO THE MARKET.

NOTE: LEASE PRICING PROVIDED SHALL BE FOR THE FULL SPECIFIED TERM OF THE LEASE. FOR EXAMPLE, A 36 MONTH LEASE @ \$1,000.00 PER MONTH WOULD EQUAL A TOTAL OF \$36,000.00 OVER THE TERM OF THE LEASE (PAID MONTHLY). YOU WILL THEN TAKE THAT NUMBER AND MULTIPLY IT BY THE INDICATED NUMBER OF PLACEMENTS.

NOTE: COPY PRICING PROVIDED SHALL BE ON A PER COPY BASIS – THE MULTIPLIER GIVEN IS FOR EVALUATION PURPOSES ONLY AND IS BASED ON A REALISTIC NUMBER PER MONTH FOR THAT SEGMENT MACHINE.

NOTE: THE MULTIPLIER LISTED FOR EACH OF THE MACHINES REPRESENTS THE TOTAL NUMBER OF CURRENT PLACEMENTS IN LEE COUNTY. THESE MACHINES ARE IN VARIOUS STAGES OF THEIR LEASES; THEREFORE, THE NUMBER GIVEN IS NOT AN ANNUAL FIGURE, BUT REPRESENTS THE TOTAL NUMBER OF PLACEMENTS BY SEGMENT THAT THE AWARDED VENDOR CAN EXPECT TO RECEIVE OVER THE TERM OF THE QUOTATION. HOWEVER, NO GUARANTEES ARE EXPRESSED OR IMPLIED.

NOTE: ALL COPIER LEASE AND PURCHASE PRICES QUOTED SHALL INCLUDE THE BASE MACHINE AND THE FOLLOWING ACCESSORIES: AUTOMATIC DOCUMENT FEEDER, STAPLING FINISHER, CABINET/PEDESTAL, NETWORK SCANNING FUNCTIONALITY AND NETWORK PRINTING FUNCTIONALITY.

NOTE: ALL COPIER LEASE AND PURCHASE PRICES QUOTED SHALL COVER A MACHINE WITH THE MAXIMUM AMOUNT OF MEMORY ALLOWED BY MANUFACTURER'S SPECIFICATIONS. THIS REQUIREMENT SHALL APPLY TO THE RAM; ANY HARD DRIVES THAT MAY BE INSTALLED; AND ALL ADDITIONAL COMPONENTS (PRINTER BOARDS, EXPANSION SETS, ETC.).

NOTE: ALL COPIER LEASE AND PURCHASE PRICES QUOTED SHALL INCLUDE ALL RELATED AND APPLICABLE FEDERAL, STATE AND LOCAL TAXES – FOR EXAMPLE, PROPERTY AND LEASE USAGE TAXES. LEE COUNTY WILL NOT BE RESPONSIBLE FOR PAYING ANY

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OF THESE TAXES – THEY SHALL BE THE SOLE RESPONSIBILITY OF THE AWARDED VENDOR.

NOTE: WHEN CONNECTED AS A NETWORK PRINTER, THE SPEED OF THE UNITS OFFERED (BOTH BLACK & WHITE AS WELL AS COLOR) CANNOT BE REDUCED BY MORE THAN 30% OF THE UNITS' RATED SPEED. THIS REQUIREMENT ALSO APPLIES TO SCAN SPEEDS.

**DOCUMENTATION VERIFYING THAT THE PRINT AND SCAN PERFORMANCE OF EACH COPIER QUOTED COMPLIES WITH THE REQUIREMENT STATED ABOVE SHOULD BE INCLUDED WITH YOUR STEP TWO SUBMISSION.**

**BLACK & WHITE COPIERS**

**SEGMENT ONE (1-20 PPM):**

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 10 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Canon 1023iF

\*SPEED OF MACHINE QUOTED: 23 CPM

\*PRINT SPEED OF MACHINE QUOTED: 23 PPM

\*SCAN SPEED OF MACHINE QUOTED: 20 PPM

TOTAL FOR 36 MONTH LEASE: \$ 899.28 X 5 = \$ 4,496.40

TOTAL FOR 60 MONTH LEASE: \$ 1,111.20 X 5 = \$ 5,556.00

PURCHASE: \$ 873.50 X 5 = \$ 4,367.50

COST PER COPY: \$ .007 X 500 = \$ 3.50

TOTAL – SEGMENT ONE – B/W: \$ 14,423.40

SEGMENT TWO (21-30 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 21 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Canon 2022i

\*SPEED OF MACHINE QUOTED: 22 CPM

\*PRINT SPEED OF MACHINE QUOTED: 22 PPM

\*SCAN SPEED OF MACHINE QUOTED: 20 PPM

TOTAL FOR 36 MONTH LEASE: \$ 2,393.28 X 20 = \$ 47,865.60

TOTAL FOR 60 MONTH LEASE: \$ 2,956.80 X 20 = \$ 59,136.00

PURCHASE: \$ 2,324.50 X 8 = \$ 18,596.00

COST PER COPY: \$ .007 X 2,000 = \$ 14.00

TOTAL - SEGMENT TWO - B/W: \$ 125,611.60

SEGMENT THREE (31-40 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 31 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Savin 9033sp

\*SPEED OF MACHINE QUOTED: 33 CPM

\*PRINT SPEED OF MACHINE QUOTED: 33 PPM

\*SCAN SPEED OF MACHINE QUOTED: 52 PPM

TOTAL FOR 36 MONTH LEASE: \$ 3,523.68 X 15 = \$ 52,855.20

TOTAL FOR 60 MONTH LEASE: \$ 4,353.60 X 15 = \$ 65,304.00

PURCHASE: \$ 3,422.50 X 9 = \$ 30,802.50

COST PER COPY: \$ .006 X 5,000 = \$ 30.00

TOTAL - SEGMENT THREE - B/W: \$ 148,991.70

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SEGMENT FOUR (41-69 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 50 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Savin 9050sp  
\*SPEED OF MACHINE QUOTED: 50 CPM  
\*PRINT SPEED OF MACHINE QUOTED: 50 PPM  
\*SCAN SPEED OF MACHINE QUOTED: 50 PPM  
TOTAL FOR 36 MONTH LEASE: \$ 4,527.72 X 15 = \$ 67,915.80  
TOTAL FOR 60 MONTH LEASE: \$ 5,593.80 X 15 = \$ 83,907.00  
PURCHASE: \$ 4,397.50 X 8 = \$ 35,180.00  
COST PER COPY: \$ .0057 X 10,000 = \$ 57.00

TOTAL - SEGMENT FOUR - B/W: \$ 187,059.80

SEGMENT FIVE (70-90 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 75 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Savin 8080sp  
\*SPEED OF MACHINE QUOTED: 80 CPM  
\*PRINT SPEED OF MACHINE QUOTED: 80 PPM  
\*SCAN SPEED OF MACHINE QUOTED: 75 PPM  
TOTAL FOR 36 MONTH LEASE: \$ 9,983.88 X 1 = \$ 9,983.88  
TOTAL FOR 60 MONTH LEASE: \$ 12,334.20 X 1 = \$ 12,334.20  
PURCHASE: \$ 9,696.75 X 1 = \$ 9,696.75  
COST PER COPY: \$ .005 X 20,000 = \$ 100.00  
TOTAL - SEGMENT FIVE - B/W: \$ 32,114.83

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SEGMENT SIX (91 PPM+):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 91 COPIES PER MINUTE (CPM)

\*MAKE & MODEL QUOTED: Canon 7095

\*SPEED OF MACHINE QUOTED: 95 CPM

\*PRINT SPEED OF MACHINE QUOTED: 95 PPM

\*SCAN SPEED OF MACHINE QUOTED: 85 PPM

TOTAL FOR 36 MONTH LEASE: \$ 15,229.44 X 1 = \$ 15,229.44

TOTAL FOR 60 MONTH LEASE: \$ 18,815.40 X 1 = \$ 18,815.40

PURCHASE: \$ 14,791.75 X 1 = \$ 14,791.75

COST PER COPY: \$ .005 X 40,000 = \$ 200.00

TOTAL - SEGMENT SIX - B/W: \$ 49,036.59

TOTAL - SEGMENTS 1 THRU 6 - B/W: \$ 557,237.92

COLOR COPIERS

SEGMENT TWO (21-30 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 25 COPIES PER MINUTE (CPM) IN B/W AND 21 CPM IN COLOR.

\*MAKE & MODEL QUOTED: Savin C2525

\*B/W SPEED OF MACHINE QUOTED: 25 CPM

\*COLOR SPEED OF MACHINE QUOTED: 25 CPM

\*B/W PRINT SPEED OF MACHINE QUOTED: 25 PPM

\*COLOR PRINT SPEED OF MACHINE QUOTED: 25 PPM

\*B/W SCAN SPEED OF MACHINE QUOTED: 50 PPM

\*COLOR SCAN SPEED OF MACHINE QUOTED: 35 PPM

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TOTAL FOR 36 MONTH LEASE: \$ 4,084.92 X 2 = \$ 8,169.84

TOTAL FOR 60 MONTH LEASE: \$ 5,046.60 X 2 = \$ 10,093.20

PURCHASE: \$ 3,967.50 X 2 = \$ 7,935.00

COST PER COPY - COLOR: \$ .057 X 500 = \$ 28.50

COST PER COPY - B/W: \$ .0063 X 2,000 = \$ 12.60

TOTAL - SEGMENT TWO - COLOR: \$ 26,239.14

SEGMENT THREE (31-40 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 35 COPIES PER MINUTE (CPM) IN B/W AND 31 CPM IN COLOR.

\*MAKE & MODEL QUOTED: Savin C3535

\*B/W SPEED OF MACHINE QUOTED: 35 CPM

\*COLOR SPEED OF MACHINE QUOTED: 35 CPM

\*B/W PRINT SPEED OF MACHINE QUOTED: 35 PPM

\*COLOR PRINT SPEED OF MACHINE QUOTED: 35 PPM

\*B/W SCAN SPEED OF MACHINE QUOTED: 63 PPM

\*COLOR SCAN SPEED OF MACHINE QUOTED: 38 PPM

TOTAL FOR 36 MONTH LEASE: \$ 5,775.48 X 7 = \$ 40,428.36

TOTAL FOR 60 MONTH LEASE: \$ 7,135.20 X 10 = \$ 71,352.00

PURCHASE: \$ 5,609.50 X 4 = \$ 22,438.00

COST PER COPY - COLOR: \$ .05 X 1,000 = \$ 50.00

COST PER COPY - B/W: \$ .006 X 5,000 = \$ 30.00

TOTAL - SEGMENT THREE - COLOR: \$ 134,298.36



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SEGMENT FOUR (41-69 PPM):

NOTE: MINIMUM COPY SPEED FOR THIS SEGMENT IS 55 COPIES PER MINUTE (CPM) IN B/W AND 41 CPM IN COLOR.

\*MAKE & MODEL QUOTED: Savin C6055

\*B/W SPEED OF MACHINE QUOTED: 60 CPM

\*COLOR SPEED OF MACHINE QUOTED: 55 CPM

\*B/W PRINT SPEED OF MACHINE QUOTED: 60 PPM

\*COLOR PRINT SPEED OF MACHINE QUOTED: 55 PPM

\*B/W SCAN SPEED OF MACHINE QUOTED: 81 PPM

\*COLOR SCAN SPEED OF MACHINE QUOTED: 69 PPM

TOTAL FOR 36 MONTH LEASE: \$ 13,508.28 X 2 = \$ 27,016.56

TOTAL FOR 60 MONTH LEASE: \$ 16,688.40 X 2 = \$ 33,376.80

PURCHASE: \$ 13,119.75 X 2 = \$ 26,239.50

COST PER COPY - COLOR: \$ .047 X 2,000 = \$ 94.00

COST PER COPY - B/W: \$ .0059 X 10,000 = \$ 59.00

TOTAL - SEGMENT FOUR - COLOR: \$ 86,785.86

TOTAL - SEGMENTS 2 THRU 4 - COLOR: \$ 247,323.36

GRAND TOTAL COST -  
(ALL COPIER SEGMENTS): \$ 804,561.28

OPTION A - NETWORK PRINTING FUNCTIONALITY DELETE

IN THE SPACE PROVIDED ON ATTACHMENT B, PLEASE INDICATE BY SEGMENT, THE AMOUNT DELETED FROM THE 36-MONTH LEASE, 60-MONTH LEASE, AND PURCHASE COSTS QUOTED ABOVE SHOULD THE MACHINE BE ACQUIRED WITHOUT THE NETWORK PRINTING FUNCTIONALITY.

OPTION B – NETWORK SCANNING FUNCTIONALITY DELETE

IN THE SPACE PROVIDED ON ATTACHMENT C, PLEASE INDICATE BY SEGMENT, THE AMOUNT DELETED FROM THE 36-MONTH LEASE, 60-MONTH LEASE, AND PURCHASE COSTS QUOTED ABOVE SHOULD THE MACHINE BE ACQUIRED WITHOUT THE NETWORK SCANNING FUNCTIONALITY.

OPTION C – PRICE LIST

IT IS THE COUNTY'S DESIRE TO HAVE THE ENTIRE "MANUFACTURER'S PRICE BOOK" – AND ALL OF THE ITEMS CONTAINED THEREIN – FOR THE BRAND OF COPIER YOU ARE QUOTING AVAILABLE FOR USE AND INCORPORATION INTO EITHER A LEASE OR PURCHASE OF A COPIER ON AN AS-NEEDED BASIS. IN THE SPACE PROVIDED BELOW, PLEASE INDICATE WHAT PERCENTAGE YOU WILL MARK-UP OR DISCOUNT THE ITEMS IN THIS BOOK.

COST PLUS: \_\_\_\_\_ %

OR

LIST LESS: \_\_\_\_\_ 39 \_\_\_\_\_ %

SHOULD THIS OPTION BE AWARDED AND UTILIZED, THE PERCENTAGE QUOTED WILL BE APPLIED TO THE ITEM(S) AND THAT COST WILL BE ADDED INTO EITHER THE LEASE PAYMENT OR PURCHASE PRICE.

NOTE: FOR OPTIONS D, E, AND F - LEASE PRICING PROVIDED SHALL BE FOR THE FULL SPECIFIED TERM OF THE LEASE. FOR EXAMPLE, A 36 MONTH LEASE @ \$1,000.00 PER MONTH WOULD EQUAL A TOTAL OF \$36,000.00 OVER THE TERM OF THE LEASE (PAID MONTHLY). YOU WILL THEN TAKE THAT NUMBER AND MULTIPLY IT BY THE INDICATED NUMBER OF PLACEMENTS.

OPTION D – SEGMENT ONE -COLOR

IN THE SPACE PROVIDED ON ATTACHMENT D, PLEASE INDICATE THE MAKE AND MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT ONE COLOR COPIER.

FORMAL QUOTE NO.: Q-080397

OPTION E- SEGMENT FIVE -COLOR

IN THE SPACE PROVIDED ON ATTACHMENT E, PLEASE INDICATE THE MAKE AND MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT FIVE COLOR COPIER.

OPTION F - SEGMENT SIX - COLOR

IN THE SPACE PROVIDED ON ATTACHMENT F, PLEASE INDICATE THE MAKE AND MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT SIX COLOR COPIER.

OPTION G - CONNECTION UPGRADES

IF THE COPIERS QUOTED ARE CAPABLE OF 10/100/1000BASE-T (RJ-45) OR 1000BASE-X (FIBER) CONNECTIONS; PLEASE STATE IN THE SPACE PROVIDED ON ATTACHMENT G THE COST(S) FOR THE CONNECTION UPGRADE TO THE AVAILABLE OPTION(S). THESE COSTS SHOULD BE BROKEN DOWN BY SEGMENT, MODEL AND AMOUNT THAT WOULD BE ADDED TO THE 36-MONTH & 60-MONTH LEASES AND PURCHASE PRICE FOR EACH MODEL.

TO BE STARTED WITHIN 3 to 5 CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES X NO                     

Is your firm interested in being considered for the Local Vendor Preference?

Yes X No                     

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes                      No X

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Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

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ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME J.M. Todd Inc  
BY (Printed): James M Todd  
BY (Signature) James M. Todd  
TITLE: President  
FEDERAL ID # OR S.S.# 59-2429323  
ADDRESS: 12670 McGregor Blvd  
Fort Myers, FL 33919  
PHONE NO.: 239-454-4445  
FAX NO.: 239-454-4445  
CELLULAR PHONE/PAGER NO.: 239-940-4497

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: 6400400

E-MAIL ADDRESS: rodneyt@jmtodd.com

REVISED: 3/1/07

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR THE ANNUAL LEASE & PURCHASE OF  
COPIER MACHINES**

**SCOPE**

The intent of this specification is to obtain a source for the annual lease and purchase of copier machines.

**NOTE: THIS QUOTE COVERS NEW PLACEMENTS ONLY – FROM THE DATE FORWARD FROM THE AWARD OF THIS QUOTATION. ALL MACHINES CURRENTLY UNDER LEASE WILL BE ALLOWED TO RUN TO THEIR FULL TERM BEFORE BEING SWITCHED OUT.**

**NOTE: Only new product will be acceptable – used, remanufactured, refurbished, etc. equipment shall not be quoted or supplied under any circumstances unless otherwise directed by the County representative...for example, should it become necessary to place a loaner machine for a brief period of time.**

**TERM OF QUOTE**

This quotation shall be in effect for five (5) years, or until new quotations are taken and awarded. This quotation has the option of being renewed for five (5) additional one (1) year periods, upon mutual agreement of both parties, under the same terms and conditions.

**BASIS OF AWARD**

The basis of award for this quote will be the overall low quoter (Grand Total Cost – All Copier Segments) meeting specifications.

**NOTE:** Vendors must quote on all items not listed as an "Option" in order to be considered for an award. It is preferred, but not required, that vendors quote on all of the listed Options as well. The options will NOT be considered or factored in when computing the Basis of Award.

**NOTE:** Lee County reserves the right, at the Purchasing Director's discretion, not to award certain items on the Proposal Quote Form.

**NOTE:** Lee County reserves the right to reject unbalanced quotes (a quote where a normally low or high cost item is priced well out of the normal range).

### INSURANCE

Insurance shall be provided, per the attached insurance guide, prior to issuance of notice to proceed.

### POWER/SURGE PROTECTION DEVICE REQUIREMENTS

All copiers shall include an ESP brand (no equals or substitutes) power/surge protection device appropriate for size machine and plug configuration; and shall be replaced by the awarded vendor at no additional cost to the County as needed. The minimum requirements shall be:

- \*An external Power Filter/Surge Protection device that provides EMI/RFI noise filtration and protection against low voltage and high voltage spikes and transients must be available as an accessory. This is in addition to any internal surge protection.

- \*Must operate in continuous mode – no over voltage shut off disconnect.

- \*Power Filter unit must also provide protection for network/RJ45 cables and must be ETL verified to SAT5e standard or higher.

- \*If the fax option is taken, then the Power Filter/Surge Protection device shall provide for In/Out RF11 modular jack and contain automatic re-settable fuse in protection circuit.

- \*Power filter unit must also provide FCC certified fax/modem protection.

- \*As an end user safety standard, the unit must not provide power if the wall outlet is not properly grounded.

- \*UL Listed and marked on each product.

- \*A letter of certification from the surge suppression/power filter manufacturer should be included with your Step Two quote package confirming that all specifications have been met.

### MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to obtain the product or service listed in this quotation elsewhere in an emergency situation.

### SUMMARY REPORTS

Upon completion of each six month period of the quote, the awarded vendor shall be responsible for furnishing a summary report to Purchasing. This report shall include the previous six months history, showing at a minimum, the following information:

- 1) Total dollars expended per item,
- 2) Total quantity of each item leased or purchased.

### PRODUCT CATALOGS/PRICE GUIDES

As a requirement of the quote/proposal the awarded vendor shall, at no cost to Lee County, provide the necessary product catalogs/price lists to identify leased/purchased goods. Price guides must also be provided to verify the cost of such goods and for prepayment audit.

There shall be no limit on the number of price guides that may be requested. Typically, two (2) complete sets of price guides are required; one (1) for Purchasing and one (1) for Finance; however, since this is a County-wide annual quote, each department/division placing a copier machine may request a copy. Therefore, there shall be no limit on the number of price guides that may be requested. Please indicate the format in which this information will be provided (check one – or more, if appropriate):

☒ Catalog  
☐ CD-Rom  
☐ Internet Link

### PRICE ESCALATION/DE-ESCALATION

Offers are submitted with the understanding that no price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and each 30-day period thereafter and only where verified to the satisfaction of the Division of Purchasing as provided herein. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

The awarded vendor(s) shall not give less than 30 days advance written notice of a price increase to the Division of Purchasing. Any approved price change will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The vendor shall document the amount and proposed effective date of the change in price. The price change must affect all accounts serviced by the vendor. Documentation shall be supplied with vendor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the



vendor by others not under the control of the vendor. Failure by the vendor to supply the aforementioned verification with the request for price increase will result in delay of the effective date of such increase. The Division of Purchasing may make such verification as deemed adequate. However, an increase, which the Division of Purchasing determines is excessive, regardless of any documentation supplied by the vendor, may be cause for cancellation of the contract by the Division of Purchasing. The Division of Purchasing will notify using agencies and vendor in writing of the effective date of any increase, which is approved. However, the Vendor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Vendor is further advised that price decreases that affect the cost of materials, labor, and transportation are required to be passed on to the County immediately. Failure to do so will result in action to recoup such amounts.

**NOTE: THE PRICING STRUCTURE UNDER WHICH A MACHINE IS  
ORIGINALLY LEASED – AS WELL AS THE PER COPY CHARGE (AS  
APPLICABLE) - SHALL REMAIN FIRM FOR THE FULL TERM OF  
THE LEASE.**

#### PRICE REVISIONS – OPTION C

Prices will be allowed to change, but only as the catalog prices and/or multiplier(s) change (as applicable), and only after new catalogs and/or manufacturer confirmation of a multiplier change have been provided to Lee County. The percentage quoted shall remain firm over the term of the quote.

#### RIGHT TO NEGOTIATE

Should a need arise for a copier machine (for example, a wide format engineering copier) which is not covered by this quote, Lee County reserves the right to negotiate a lease or purchase price – as well as the per copy price – on a case-by-case basis with the awarded vendor – or another vendor should the awarded vendor not be able to supply the required machine.

#### COPY VENDING SYSTEMS

The County currently has several locations where the general public is serviced by copy vending systems – currently coin-operated copiers – for example, throughout the Lee County Library System and in the lobby of the Administration Building. When the current leases on these machines expire, it is the County's intent to replace these machines with the appropriate model from the list covered under this quote; and at the quoted prices. The County reserves the right to negotiate a lease or purchase price for the accompanying copy vending device – whether it be a coin box, card reader for debit/credit cards, card dispensers, etc. However, should the awarded vendor not be able to supply an appropriate copy vending device, and/or be unable to comply with the County's internal procedures for copy vending machines (the County is currently responsible for collecting monies and handling refunds on a case-by-case basis); the

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County reserves the right to negotiate a lease or purchase price with another vendor off-quote on an as-needed basis for the required equipment (which may include both the copier and the copy vending device).

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

**ATTACHMENT A**

**LOCAL VENDOR PREFERENCE QUESTIONNAIRE  
(LEE COUNTY ORDINANCE NO. 00-10)**

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN  
LEE COUNTY (Only complete Part A if your principal place of business is  
located within the boundaries of Lee County)**

1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?

12670 McGregor Blvd, Fort Myers, FL 33919

2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

17,000 square feet

**PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED  
WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL  
LOCATION WITHIN LEE COUNTY (Please complete this section.)**

1. How many employees are available to service this contract? \_\_\_\_\_

2. Describe the types and amount of equipment you have available to service this contract.

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

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4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

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**ATTACHMENT B**

**OPTION A - NETWORK PRINTING FUNCTIONALITY DELETE**

IN THE SPACE PROVIDED BELOW, PLEASE INDICATE BY SEGMENT, THE AMOUNT DELETED FROM THE 36-MONTH LEASE, 60-MONTH LEASE, AND PURCHASE COSTS QUOTED ON THE PROPOSAL QUOTE FORM SHOULD THE MACHINE BE ACQUIRED WITHOUT THE NETWORK PRINTING FUNCTIONALITY.

Segment One Black & White - Printing is standard

Segment Two Black & White- 36 months - \$ 9.06/ 60 months 6.72/ purchase \$ 317.00

Segment Three Black & White- 36 months-\$ 15.61/60 months 11.58/ purchase \$ 546.00

Segment Four Black & white-36 months-\$ 8.29/60 months 6.15/ purchase \$ 290.00

Segment Five Black & White-36 months- \$ 27.14/60 months 20.12/ purchase \$ 949.00

Segment Six Black & White-36 months- \$ 40.61/60 months 30.10/ purchase \$ 1,420.00

Segment two Color- Printing is Standard

Segment Three Color- Printing is Standard

Segment Four Color- 36 months \$ 22.62/60 months \$ 16.77/\$ 791.00

**ATTACHMENT C**

**OPTION B – NETWORK SCANNING FUNCTIONALITY DELETE**

IN THE SPACE PROVIDED BELOW, PLEASE INDICATE BY SEGMENT, THE AMOUNT DELETED FROM THE 36-MONTH LEASE, 60-MONTH LEASE, AND PURCHASE COSTS QUOTED ON THE PROPOSAL QUOTE FORM SHOULD THE MACHINE BE ACQUIRED WITHOUT THE NETWORK SCANNING FUNCTIONALITY:

Segment One Black & White-36 months \$ 2.86/60 months \$ 2.12/\$ 100.00

Segment two Black & White- Scanning and Printing are same option see attachment B

Segment Three Black & White- Scanning and printing are same option see attachment B

Segment Four Black & White- Scanning and Printing are same option see attachment B

Segment Five Black & White - Scanning and Printing are same option see attachment B

Segment Six Black and White- 36 months \$ 20.65/60 months \$ 15.31/\$ 722.00

Segment Two Color-Scanning and printing Standard

Segment Three Color- Scanning and Printing Standard

Segment Four Color- Scanning and Printing are same option see attachment B

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**ATTACHMENT D**

**OPTION D - SEGMENT ONE -COLOR**

IN THE SPACE PROVIDED BELOW, PLEASE INDICATE THE MAKE, MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT ONE COLOR COPIER.

**SEGMENT ONE (1-20 PPM):**

*MAKE & MODEL QUOTED:	Canon C1022	
*B/W SPEED OF MACHINE QUOTED:	22	CPM
*COLOR SPEED OF MACHINE QUOTED:	22	CPM
*B/W PRINT SPEED OF MACHINE QUOTED:	22	PPM
*COLOR PRINT SPEED OF MACHINE QUOTED:	22	PPM
*B/W SCAN SPEED OF MACHINE QUOTED:	20	PPM
*COLOR SCAN SPEED OF MACHINE QUOTED:	20	PPM
TOTAL FOR 36 MONTH LEASE:	\$ 2,471.04	X 1 = \$ 2,471.04
TOTAL FOR 60 MONTH LEASE:	\$ 3,052.80	X 1 = \$ 3,052.80
PURCHASE:	\$ 2,400.00	X 1 = \$ 2,400.00
COST PER COPY - COLOR:	\$ .10	X 1 = \$ .10
COST PER COPY - B/W:	\$ .02	X 1 = \$ .02
TOTAL - SEGMENT ONE - COLOR:	\$ 7,923.96	

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ATTACHMENT E

OPTION E - SEGMENT FIVE -COLOR

IN THE SPACE PROVIDED BELOW, PLEASE INDICATE THE MAKE, MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT FIVE COLOR COPIER.

SEGMENT FIVE (70-90 PPM):

\*MAKE & MODEL QUOTED: Savin C7570

\*B/W SPEED OF MACHINE QUOTED: 75 CPM

\*COLOR SPEED OF MACHINE QUOTED: 70 CPM

\*B/W PRINT SPEED OF MACHINE QUOTED: 75 PPM

\*COLOR PRINT SPEED OF MACHINE QUOTED: 70 PPM

\*B/W SCAN SPEED OF MACHINE QUOTED: 81 PPM

\*COLOR SCAN SPEED OF MACHINE QUOTED: 69 PPM

TOTAL FOR 36 MONTH LEASE: \$ 14929.20 X 1 = \$ 14,929.20

TOTAL FOR 60 MONTH LEASE: \$ 18,444.00 X 1 = \$ 18,444.00

PURCHASE: \$ 14,500.00 X 1 = \$ 14,500.00

COST PER COPY - COLOR: \$ .049 X 1 = \$ .049

COST PER COPY - B/W: \$ .0059 X 1 = \$ .0059

TOTAL - SEGMENT FIVE - COLOR: \$ 47,873.2549



**ATTACHMENT F**

**OPTION F - SEGMENT SIX -COLOR**

IN THE SPACE PROVIDED BELOW, PLEASE INDICATE THE MAKE, MODEL, LEASE, PURCHASE, AND PER COPY COSTS FOR A SEGMENT SIX COLOR COPIER.

**SEGMENT SIX (91 PPM+):**

*MAKE & MODEL QUOTED:	<u>Savin 7570</u>	
*B/W SPEED OF MACHINE QUOTED:	<u>75</u>	CPM
*COLOR SPEED OF MACHINE QUOTED:	<u>70</u>	CPM
*B/W PRINT SPEED OF MACHINE QUOTED:	<u>75</u>	PPM
*COLOR PRINT SPEED OF MACHINE QUOTED:	<u>70</u>	PPM
*B/W SCAN SPEED OF MACHINE QUOTED:	<u>81</u>	PPM
*COLOR SCAN SPEED OF MACHINE QUOTED:	<u>69</u>	PPM
TOTAL FOR 36 MONTH LEASE:	\$ <u>14,929.20</u>	X 1 = \$ <u>14,929.20</u>
TOTAL FOR 60 MONTH LEASE:	\$ <u>18,444.00</u>	X 1 = \$ <u>18,444.00</u>
PURCHASE:	\$ <u>14,500.00</u>	X 1 = \$ <u>14,500.00</u>
COST PER COPY - COLOR:	\$ <u>.049</u>	X 1 = \$ <u>.049</u>
COST PER COPY - B/W:	\$ <u>.0059</u>	X 1 = \$ <u>.0059</u>
TOTAL - SEGMENT SIX - COLOR:	\$ <u>47,873.2549</u>	

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**ATTACHMENT G**

### OPTION G – CONNECTION UPGRADES

IF THE COPIERS QUOTED ARE CAPABLE OF 10/100/1000BASE-T (RJ-45) OR 1000BASE-X (FIBER) CONNECTIONS; PLEASE STATE IN THE SPACE PROVIDED BELOW THE COST(S) FOR THE CONNECTION UPGRADE TO THE AVAILABLE OPTION(S). THESE COSTS SHOULD BE BROKEN DOWN BY SEGMENT, MODEL AND AMOUNT THAT WOULD BE ADDED TO THE 36-MONTH & 60-MONTH LEASES AND PURCHASE PRICE FOR EACH MODEL.

At this time all copiers quoted are capable of 10/100Base-T (RJ-45).

Connections. No other upgrades are available to date.

**INSURANCE REQUIREMENTS**

**NOTE:** Your certificate of insurance must meet the following requirements:

**Requirement #1:**

**The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.**

**Requirement #2:**

Certificate holder shall be listed as follows:

Lee County Board of County Commissioners  
C/O Lee County Purchasing  
P.O. Box 398  
Fort Myers, FL 33902-0398

**Requirement #3:**

Each policy shall provide a 30-day notification clause in the event of cancellation, non-renewal or adverse change.

1. **Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendor's interest or liabilities, but are merely minimums.*

- a. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease limit per employee

- b. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and exposures with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$500,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

***\*The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. Verification of Coverage:

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

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To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the County, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the Contractor resulting from the Contractor's work as further described in this contract, which may arise in favor of any person or persons resulting from the Contractor's performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the County, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, Contractor hereby agrees to indemnify the County for all reasonable expenses and attorney's fees incurred by or imposed upon the County in connection therewith for any loss, damage, injury or other casualty. Contractor additionally agrees that the County may employ an attorney of the County's own selection to appear and defend any such action, on behalf of the County, at the expense of the Contractor. The Contractor further agrees to pay all reasonable expenses and attorney's fees incurred by the County in establishing the right to indemnity.

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LEE COUNTY PURCHASING - BIDDERS CHECK LIST

**IMPORTANT:** Please read carefully and return with your bid proposal.  
Please check off each of the following items as the necessary action is completed:

- ☒ 1. The Quote has been signed.
- ☒ 2. The Quote prices offered have been reviewed.
- ☒ 3. The price extensions and totals have been checked.
- ☒ 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- ☒ 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- ☐ 6. All modifications have been acknowledged in the space provided.
- ☒ 7. All addendums issued, if any, have been acknowledged in the space provided.
- ☐ 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- ☐ 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- ☒ 10. Any Delivery information required is included.
- ☒ 11. Affidavit Certification Immigration Signed and Notarized
- ☒ 12. The mailing envelope has been addressed to:  

<b>MAILING ADDRESS</b>		<b>PHYSICAL ADDRESS</b>
Lee County Purchasing		Lee County Purchasing
P.O. Box 398	or	1825 Hendry St 3 <sup>rd</sup> Floor
Ft. Myers, FL 33902-0398		Ft. Myers, FL 33901
- ☒ 13. The mailing envelope **MUST** be sealed and marked with:  
Quote Number \_\_\_\_\_  
Opening Date and/or Receiving Date \_\_\_\_\_
- ☒ 14. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)
- ☐ 15. If submitting a "NO BID" please write quote number here \_\_\_\_\_  
and check one of the following:  
☐ Do not offer this product ☐ Insufficient time to respond.  
☐ Unable to meet specifications (why) \_\_\_\_\_  
☐ Unable to meet bond or insurance requirement.  
Other: \_\_\_\_\_

Company Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_