SINGLE SOURCE AWARD **BID # SS-0536-18**

Subject: Service Agreement for the RADPRO SecurePass Scanners located at the Department of Corrections

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to change the supplier name from Virtual Imaging, Inc., a subsidiary of Canon U.S.A. to Canon U.S.A., Inc. Recommend approval to reduce the not-to-exceed expenditure amount to $107,857.00 for the period ending June 30, 2021. The total expenditure amount for FY20 is $25,500.00 and the total amount for FY21 is $25,500.00

Funding Source: 00111.561102.546030.000000.00000000 To be executed by Purchase Orders with quarterly payments.

Single Source Award To: Canon U.S.A, Inc.

Price Justification: See Attached

Total Award: $107,857.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Vendor Letter, Previous Award

Certification as to Single Source: Tammy Morris, Director of Corrections

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Taryn Manser

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Sheriff's Office

MIKE WILLIAMS, SHERIFF

Serve • Protect • Community

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Tammy Morris
Director of Corrections

Subject: SS-0536-18 – Service Agreement for the RADPRO SecurePass Scanners Located at the Department of Corrections (PO0B02430-0)

Date: June 17, 2020

The Jacksonville Sheriff's Office is requesting to amend award SS-0536-18 to change the name from Virtual Imaging, Inc. a subsidiary of Canon U.S.A. to Canon U.S.A., Inc., for a Service Agreement for the RADPRO SecurePass Scanners located at the Department of Corrections. The current service agreement includes annual preventative maintenance and parts and labor for repairs through June 30, 2021. We are also requesting to adjust the not to exceed expenditure amount because we no long require maintenance on one of the units that we sent to surplus. The revised total expenditure amount for the three (3) year period is $107,857.00, to be processed and paid by purchase orders with quarterly payments. The total expenditure amount for the new purchase order for FY20 is $25,500.00 and the total amount for FY21 is $25,500.00. The funding source is 00111.561102.546030.000000.00000000.

Attached is a copy of the paperwork from Canon USA, Inc. Please let me know if you require any additional information. Thank you for your assistance.

Canon

Canon U.S.A., Inc.
One Canon Park
Melville, NY 11747
Tel: 631.330.5000

January 2, 2020

To SecurePass Customers of Virtual Imaging Inc.

As you may know, effective January 1, 2020, the handling of your account was transferred to Canon U.S.A., Inc., from our former subsidiary, Virtual Imaging Inc.

Going forward, you will receive all invoicing directly from Canon U.S.A., Inc., and as a result, your remittances should be sent to Canon U.S.A., Inc. as per the attached instructions.

Please adjust your records accordingly, as this will enable us to promptly and accurately apply payments to your account.

We value your business, and appreciate your cooperation during this transitional period, and in the future.

Thank you,

Carl Minio

Canon

Carl Minio
Senior Manager, Credit.
Credit Division

Canon U.S.A., Inc.
One Canon Park, Melville, NY 11747
www.usa.canon.com
cminio@cusa.canon.com
T 631.330.4962 C 516.666.2873 F 631.330.5952

Canon

Canon U.S.A., Inc.
One Canon Park
Melville, NY 11747
Tel: 631.330.5000

Dear Valued Customer,

Canon U.S.A., Inc. values your business and as such we are always looking for ways to improve our day to day operations.

Please be advised that the Lockbox addresses for Check payments made to Canon U.S.A., Inc. are as follows:

LOCKBOX ADDRESS	OVERNITE ADDRESS ONLY
Atlanta Lockbox 100851 Canon U.S.A., Inc. P.O. Box 100851 Atlanta, GA 30384-0851	Bank of America Lockbox Services Canon USA, Inc. - Lockbox 100851 6000 Feldwood Road College Park, GA 30349
Boston Lockbox 3839 Canon U.S.A., Inc. P.O. Box 3839 Boston, MA 02241-3839	Bank of America Lockbox Services Canon USA, Inc. - Lockbox 3839 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125
Dallas Lockbox 841023 Canon U.S.A., Inc. P. O. Box 841023 Dallas, TX 75284-1023	Bank of America Lockbox Services Canon USA, Inc. - Lockbox 841023 Infomart 1950 N. Stemmons Frwy Suite 5010 Dallas, TX 75207
LA Lockbox 51071 Canon U.S.A., Inc. P.O. Box 51071 Los Angeles, CA 90074-1071	Bank of America Lockbox Services Canon USA, Inc. Lockbox LAC - 051071 2706 Media Center Drive Los Angeles, CA 90065

We value your business and we look forward to continuing our relationship.

Maria DeMasi

Manager, Accounts Receivable
Canon U. S.A. Inc.
10/31/2019

Canon

Canon U.S.A., Inc.
One Canon Park
Melville, NY 11747
Tel: 631.330.5000

Dear Valued Customer,

Canon U.S.A., Inc. values your business and as such we are always looking for ways to improve our day to day operations.

Please be advised that the electronic payments for ACH and Wire Payments made to Canon U.S.A., Inc. are as follows:

DIRECTIONS FOR DOMESTIC ACH TRANSFERS

Bank of America
2000 Clayton Road
Concord, CA 94520
Contact: Graham Pilecki, Dedicated Service Director
Telephone: 1-888-715-1000 x 58234
ACH----ABA Routing #121000358
Canon U.S.A., Inc. - Account #1233060908

DIRECTIONS FOR DOMESTIC WIRE TRANSFERS

Bank of America
100 West 33rd Street
New York, NY 10001
WIRE---ABA Routing #026009593
Beneficiary: Canon U.S.A., Inc. - Account #1233060908

Email Remittance Advice: arreceivable@cusa.canon.com

We value your business and we look forward to continuing our relationship.

Maria Demasi,

Manager, Accounts Receivable
Canon USA, Inc.

10/31/2019

SINGLE SOURCE AWARD **BID # SS-0536-18**

Subject: Service Agreement for the RADPRO SecurePass Scanners located at the Department of Corrections
Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval of Single Source award to Virtual Imaging, Inc. for a Service Agreement for the RADPRO SecurePass Scanners located at the Department of Corrections. The service agreement (#070118) includes annual preventative maintenance and parts and labor for repairs for a three (3) year period from July 1, 2018 through June 30, 2021. The total discounted expenditure amount for the three (3) year period is $110,228.00. The total expenditure amount for FY18 is $9,190.66.

Funding Source: SHCO011JLPT-05216 To be executed by Purchase Order(s) with quarterly payments.

Single Source Award To: Virtual Imaging, Inc.

Price Justification: See Attached

Total Award: $110,228.00 **Requisition #:** N/A

Attachments: Single Source Form, Recommendation Memo, Vendor Letter, Vendor Quote

Certification as to Single Source: Tammy Morris, Director of Corrections

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Marleen Doran
Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R Eubanks
CHAIRMAN

8/02/18
DATE

ACTION OF AWARDING AUTHORITY DATE: 8/02/18

MR

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007