

Charles E. Bennett Elementary School

1 South Oakridge Avenue
Green Cove Springs, FL 32043
(904) 529-2126
(904) 529-2133 - FAX
www.clay.k12.fl.us/ceb/

Monica Bocchieri
Principal

Mark G. Phelps
Assistant Principal

TO: Phil Hans, Coordinator of Property Control
FROM: Mark Phelps, Asst. Principal *MGP*
RE: Trade-In of Savin Copier
DATE: August 1, 2007

Charles E. Bennett Elementary School would like to trade in the following item:

Description: Savin 9035 DL Copy Machine
CCSB#: 55143
SN#: 1A47010097
Cost: \$10,549.00
Date of Purchase: May 7, 1997
Trade In: \$960.00
Reason: Because of age, the company is not able to service adequately due to lack of parts availability

Item to be purchased:

Description: Ricoh Aficio 3035SPF Copier with paper feed unit/finisher stapler and bridge unit
Vendor: Copyfax
Cost: \$8161.00
Discount: \$960.00
Total Cost: \$7201.00
Method of Payment: Purchase Order

KEYSTONE HEIGHTS ELEMENTARY SCHOOL
"Where Every Kid Is A Winner"

MARY S. MIMBS
Principal

MELBA B. JOHNSON
Guidance Counselor

ANGELA M. GENTRY
Assistant Principal

JACQUELYN K. WELCH
Guidance Counselor



TO: Clay County School Board Members
FROM: Angela M. Gentry, Assistant Principal
VIA: Philip Hans, Coordinator of Property

We are purchasing two copiers and would like to trade-in two old ones. Information on Both machines is as follows:

Copiers To Be Traded-In:

- A. **Model:** Aficio 700 Digital Copier (J4765)
 CCSB Number: 71035
 Acquisition Date: 03/08/2001
 Acquisition Cost: \$30,255.00
 Reason For Trade-In: Age of Copier and Unavailability of Parts For Repairs
 Allowance For Trade-In: \$1,100.00
- B. **Model:** Aficio F551 Digital Copier (J4756); CCSB #71036
 CCSB Number: 71036
 Acquisition Date: 03/08/2001
 Acquisition Cost: \$24,575.00
 Reason For Trade-In: Age of Copier and Unavailability of Parts For Repairs
 Allowance For Trade-In: \$1,100.00

Copiers To Be Purchased:

- A. **Model:** Aficio MP6500 Copier w/SR970 Finisher, 2/3 Hole Punch
 Vendor: Copyfax
 Cost: \$11,975.00 (Including Trade-In Allowance)
 Method Of Payment: Purchase Order
- B. **Model:** Aficio MP6500 Copier w/SR970 Finisher, 2/3 Hole Punch
 Vendor: Copyfax
 Cost: \$11,975.00 (Including Trade-In Allowance)
 Method Of Payment: Purchase Order



David L. Owens
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS:

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

TO: Phil Hans, Coordinator of Property
FROM: Debbie Green, Acct. Support Asst./Property Manager for ESE
RE: Trade-In of a Ricoh Copier
DATE: August 7, 2007

This is a request for trade-in of a copier. The copier being used as a trade-in has exceeded its life cycle expectancy and requires major repairs that are excessive in cost. We have negotiated a trade in credit (using this copier) on a new copier for Hospital Homebound/ESE Department with Ricoh Business Solutions. Copier to be used as a trade-in currently resides at the Hospital Homebound Office, 800 Walnut Street. Listed are the details for your approval:

Trade-in:

- a. Ricoh AFICIO 350 "J4090"
- b. Property Number 71241
- c. Serial Number A7690821758
- d. Acquisition Cost: \$7,817
- e. Acquisition Date: 5/12/2000
- f. Allowance of Trade-In: Case of paper worth \$30
- g. Reason for Trade-In: Unit beyond economical repair, it has exceeded its life cycle, unit no longer under warranty.

Item To Be Purchased:

- a. Lanier LD335SP Digital MFP/Ricoh M3500SP
- b. Vendor: Ricoh Business Solutions
- c. Cost of New Copier: \$6,209.00
- d. Method of Payment: Internal Accounts



David Owens
Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS

PROPERTY CONTROL OFFICE
814 Walnut Street
Green Cove Springs, Florida 32043

Telephones:

904/284-6500 (GCS) 904/272-8100 (OP)
1-888-633-2529 (KH)
FAX 904/284-6529 TDD 904/284-6584

BOARD MEMBERS

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

TO: Members, School Board of Clay County
FROM: Phil Hans, Coordinator of Property *A*
RE: Trade-In of a Ricoh Copier
DATE: July 31, 2007

This is a request for trade-in of copiers. The copiers being presented for trade-in have exceeded their life cycle expectancy and require major repairs that are excessive in cost. We have negotiated a trade in allowance (using these copiers) for a new copier for Charles E. Bennett Elementary School. The copiers to be used as a trade-in currently reside at the surplus warehouse. Listed are the details for your approval:

Trade-in:

- a. (2) Ricoh AFICIO 1075 copiers
- b. Property Numbers: 79947, 79948
- c. Serial Numbers: J4335200066, J4335200248
- d. Acquisition Cost: \$17,570.00 (EA), \$35,140.00 (Total)
- e. Acquisition Date: 06/1222/2003
- f. Allowance of Trade-In: \$960.00
- g. Reason for Trade-In: Copiers are beyond economical repair, it has exceeded its life cycle, and no longer under warranty.

Item To Be Purchased:

- a. Ricoh AFICIO MP3500SP copier
- b. Vendor: Copyfax
- c. Cost of New Copier: \$7,201.00
- d. Method of Payment: Internal Accounts