

**Lee County Board Of County Commissioners**

**Agenda Item Summary**

**Blue Sheet No. 20040279**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve the utilization of the State of Florida Contract No. 250-000-03-1, for the Public Safety Building, to Power & Systems Innovations, Inc., for LEE COUNTY SHERIFF'S OFFICE/911 COMMUNICATIONS CENTER UPS SYSTEMS REPLACEMENT in the amount of \$178,400.00. Also approve budget transfer from Capital Improvement Fund reserves in the amount of \$75,000.00 and amend FY03/04-07/08 CIP.

**WHY ACTION IS NECESSARY:** Board approval required.

**WHAT ACTION ACCOMPLISHES:** By allowing the department to utilize the State Contract it will give Public Safety the ability to perform the integration and installation of a new UPS system and the task of switching over the critical loads from the existing UPS System.

**2. DEPARTMENTAL CATEGORY:**

02 Construction and Design  
**COMMISSION DISTRICT #:**

*C2A*

**3. MEETING DATE:**

*04-06-2004*

**4. AGENDA:**

**CONSENT**  
 **ADMINISTRATIVE**  
 **APPEALS**  
 **PUBLIC**  
 **WALK ON**  
**TIME REQUIRED:**

**5. REQUIREMENT/PURPOSE:**  
*(Specify)*

**STATUTE**  
 **ORDINANCE**  
 **ADMIN. CODE** *A-4-4*  
 **OTHER**

**6. REQUESTOR OF INFORMATION:**

**A. COMMISSIONER**  
**B. DEPARTMENT** *Facilities Management*  
**C. DIVISION**  
**BY:** *Rich Beck, Director* *[Signature]*

**7. BACKGROUND:**

On February 27, 2004, Contracts Management received a request from the Facilities Management Department to utilize the State of Florida Contract #250-000-03-1, for UPS Systems Replacement.

We are requesting the Board to approve the utilization of the State of Florida Contract No. 250-000-03-1, for the Public Safety Building, to Power & Systems Innovations, Inc., for Lee County Sheriff's Office/911 Communications Center UPS Systems Replacement, in the amount of \$178,400.00. Also, approve budget transfer from Capital Improvement Fund reserves in the amount of \$75,000.00 and amend FY03/04-07/08 CIP.

By allowing the department to utilize the State Contract it will give Public Safety the ability to perform the integration and installation of a new UPS system and the task of switching over the critical loads from the existing UPS System.

Funding will be available in account: 20866830100.506540

Attachments: 1. Copy of State Contract #250-000-03-1  
 2. Proposal from Power & Systems Innovations, Inc.  
 3. Request for Transfer of Funds

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 3-19-04	<i>[Signature]</i> 3/18	<i>NA</i>	<i>JAD</i> <i>3/22/04</i>	<i>[Signature]</i> 3/22/04	<i>[Signature]</i> 3-22-04	<i>[Signature]</i> 3/24/04	<i>[Signature]</i> 3-2-04	<i>[Signature]</i> 3/23/04	<i>[Signature]</i> 3-19-04

**10. COMMISSION ACTION:**

**APPROVED**  
 **DENIED**  
 **DEFERRED**  
 **OTHER**

Rec. by CoAtty  
 Date: *3/22/04*  
 Time: *3:00pm*  
 Forwarded to:  
*Co. Admin*  
*3/22/04*

RECEIVED BY COUNTY ADMIN:	<i>[Signature]</i>
	<i>3/22/04</i>
	<i>4:00pm</i>
COUNTY ADMIN FORWARDED TO:	<i>[Signature]</i>
	<i>3/25/04</i>
	<i>4pm</i>



**Lee County Sheriff's Office /911 Communications Center**  
**UPS Systems Replacement Project Price Quote**  
**Priced directly off State of Florida Contract #250-000-03-1**  
**Prepared by: Power & Systems Innovations, Inc. - 2/3/04**

The pricing below is a complete listing of the parts, products and services needed to perform the integration and installation of (2) Symmetra PX 60KVA UPS Systems into the Public Safety building of Lee County and perform the task of switching over the critical loads from the existing UPS Systems onto the new UPS Systems. The project is to be completed in a timely and professional manner as dictated by product availability, installation schedule, delivery scheduling, startup scheduling and customer shutdown scheduling. The UPS system components and parts are available currently from the factory to ship within 14 days of receipt of the purchase order. Shipping is usually 7 days or less based on travel conditions and delivery requirements. The project is estimated to take 6 weeks from the day the order is received to complete and have the UPS's on line and supporting the 911 Center. This timeline is an estimate and due to the complex nature of this project it can change based on many factors. The project is designed along a timeline of steps and each one must be completed in order and on time otherwise delays in the end will happen. I have included the Scope of work as provided to the Electrical Contractors to be used as a guide to complete the installation price quotes. I have also included a sample timeline to be used to help assist the County to prepare a scheduled shutdown date and allow for ample time to complete each step. Proper coordination and planning will ensure a smooth transition and completion.

There were only (2) Electrical Contractors and (1) Battery Contractor that provided installation and integration quotations, three times as many were unwilling or unable to provide quotations due to the complexity of the work. The quotes provided by ACRA Electric, Technical Electric and LJC Battery Co., for the installation and integration are certified to be complete and accurate based on the specifications and drawings supplied by Anchor Engineering. The pricing will only change if the installation requirements, site requirements, or customer requirements demand a change other than what is listed herein.

**UPS System Parts and Services-**

Symmetra PX 80 Model 60 – 60KVA/60KW N+1 Redundant Modular Online UPS System, 208V Hardwired Input and Output, External Base Battery Frame – 7 to 10 Minutes Runtime and N+1 Redundant @ 50KVA load, SNMP Management Card, Shutdown Software Suite, External Maintenance Bypass Switch, MCCB Battery Breaker Box, (2) Year Factory Depot Parts Replacement - Next Day Service, Onsite Assembly and Integration for UPS and Battery Cabinet, On Site Startup and Commissioning- 7X24 Scheduling, \$25,000 Connected Equipment Warranty - State Contract Price Per UPS - \$62,542

(APC Part #'s :  
SY60K80F,SBB60K80F,SBP80KFC1M1,WPREP,WASSEMUPS7X24-PX-31,  
WASSEMEXTBAT-PX-33, WSTRTUP7X24-PX-31, WSTRTUP7X24-PX-33,  
WTRAINING)

### **Site Integration and Preparation Parts and Services**

Shipping, Inside Delivery, Rigging, Removal of shipping materials, Equipment removal, Site Preparation and Equipment placement – Total Cost -**\$13,646**  
(APC Part #'s : WSPS, WPRJ, WICS, United Van Line's Equipment Delivery Service, United Van Line's Rigging and Equipment Handling Service)

### **Battery Room Upgrades and Service Work**

The room that will contain both of the new UPS Systems and the newly wired battery strings, is currently being used for storage and once housed a large supply of wet cell batteries for the existing UPS systems. The conditions in this room and the racks that once contained batteries will require work before the systems can be installed. LJC Battery Co. will, as part of their scope of work, remove and dispose of the extensive wiring and electrical gear that was left in place when the batteries were removed from service. They will reuse any of the material that can be reused and dispose of the rest. They will refurbish the battery racks back to workable condition (remove rust and acid damage, sand and repaint and replace the rail covers with new ones), to enable the batteries to be relocated next to the new UPS systems. They will anchor down the battery racks to the floor for safety (this was never performed before) and remove any unused racking for use at another County site. This will consolidate (3) separate rooms of equipment into a single room and allow for the easy removal of the existing UPS systems once the new ones are installed. (APC Part #'s WPRJ)

### **Electrical Installation & Electrical Integration – Scope of Work and Requirements – UPS and Battery Systems**

The below scope of work (SOW) is an outline of the work that will be required to successfully perform the installation and commissioning of (2) Symmetra PX UPS systems into the Lee County Emergency Services/Sheriff's Office for the support of their critical equipment including the 911 Communications Center. The below steps are listed in order as will be needed to complete the job in a timely manner and ensure the least amount of down time as possible. The SOW is not meant to be used as a directive that is 100% complete nor should the contractors using this SOW design their bid exclusively based on what is listed here, but should use this as a guideline as to what should be performed when and what steps will be necessary to complete the job in a timely manner. The contractors bidding on this job should use this SOW, the one line diagram that will be provided by Anchor Engineering and used for the permit, the information gathered during the onsite meeting Jan. 20<sup>th</sup>, and the installation manuals provided on the UPS systems to provide pricing

and perform the work. Contractors will be required to maintain a clean and neat jobsite at all times, perform work when required and on the time schedule Lee County dictates, ensure the quality of work performed and the materials provided is of the highest quality. Contractors also must understand that the goal is to perform this installation with minimal impact on daily operations, and that **NO UNPLANNED POWER OUTAGE WILL BE TOLERATED.** PSI, once a purchase order has been issued, will provide Certificates of Insurance listing Lee County Board of County Commissioners, as the also insured before work will be allowed.

1. Lee County Facilities must remove all stored items in the room to be used for the UPS systems and batteries and must provide free and easy access to the work areas during the installation process.
2. LJC Battery Co. will, once the room is cleared, start the preparation of the battery racks (clean and repaint rusted areas, replace rack rail covers, install anchors on racks, remove the unneeded existing battery wiring and conduit on wall, remove the fused breaker switch, and any other parts that are not to be reused.) This will clear the wall space for one of the UPS's.
3. The UPS's will be delivered and placed in the room by the freight carrier. This will be overseen by PSI.
4. The contractor, if necessary or desired will have access to the room once Lee County has cleaned the room out, however until the UPS's are delivered, the actual placement of the units will not be finalized.
5. Contractor will remove existing 250KVA UPS output from the 250KVA transformer input and supply and install a new input from the Emergency Generator Panel. Contractor can reuse the Input breaker for the 250KVA UPS from this Generator panel.
6. Contractor will supply and install a new output feeder from the 250KVA transformer sized for 800A. Contractor will supply and install an 800A main lug only distribution panel and wire in output feeder from transformer.
7. Contractor will supply and install (2) 350A 3pole breakers in new 800A distribution panel to feed the new UPS's.
8. Contractor will supply and install new feeders (sized on distance) from 350A breakers into the bypass switches of each UPS. (suggest flex conduit the last few feet)
9. Contractor will supply and install feeder from bypass switch to UPS input. Wire should be sized for 350A. (suggest flex conduit).
10. Contractor will supply and install feeder from UPS output to bypass cabinet output. Wire should be sized for 300A. (suggest flex conduit).
11. Contractor will supply and install feeder from bypass cabinet output to 300A breaker in single enclosure. Contractor will supply breaker and enclosure.
12. Contractor will supply and install feeder from 300A breaker to output distribution panels and leave ready to be connected at the time of changeover. The distribution panels are main lug and the switch over will require removing current existing operational UPS output and replacing with new UPS output.

13. Contractor will supply and install in separate conduit (14) control wires sized #14 to #18 between UPS system and bypass cabinet. (must use different color wire to differentiate) Contractor does not need to terminate wires, only leave 3' excess at bottom of each cabinet- APC startup personnel will perform termination.
14. Contractor will supply and install (1) REPO switch per UPS and locate switches at the entry to the UPS and battery room (suggest above transformer). Contractor should reference page 7 of the UPS install guide for REPO switch info.
15. Contractor will supply and install a (2) wire input from UPS MCCB box (external battery breaker box) to UPS's external DC input. This is to be in separate conduit and rated for 250V (see page 4 of install guide). LJC Battery Company will provide the input from the external battery string to the input of the MCCB box AFTER the UPS systems have been started up and commissioned.
16. Contractor will supply and install (14) control wires sized #14 to #18 between UPS system and MCCB box. (must use different color wire to differentiate) Contractor does not need to terminate wires only leave 3' excess at bottom of each cabinet- APC startup personnel will perform termination.
17. Contractor will be required to fill out APC's required Installation Checklist paperwork (PSI will provide) either before or during the installation and provide to PSI via fax AT LEAST 7 DAYS BEFORE the required Startup date. This is to allow for APC to verify correct installation, schedule the startup and meet the expected timeline.
18. Contractor will be required to have a representative onsite during the UPS system startup performed by the APC Factory Field Service Engineer (FSE). The contractor will be available if corrections or additions need to be performed during the startup or if the FSE has questions regarding wiring procedure or installation. Startup will be during normal business hours and take no longer than 2 hours (unless there is problems).
19. Contractor will cut back existing 313KVA UPS input feeds, tape off or protect feeds from shock hazard and prepare for system removal at another date when Lee County is ready.
20. Contractor will, when the time is determined by Lee County, perform the actual UPS switch over within a 30 minute window (or less), and assist the county in reapplying loads to the new UPS's. This is to be performed off hours (to be determined by Lee County) and will need (2) separate teams working at the same time to accomplish.
21. Contractors understand that they will be drilling through a concrete wall to provide the feed from the transformer to the new 800A distribution panel (maybe other places as well) and, that Lee County has stated that this cannot be performed by any impact hammer, impact drill or other device that creates a large amount of noise. Contractor will endeavor to keep installation noise and operations to a minimum and not impact the

- operations of the facility. Contractor will endeavor to keep jobsite neat and clean and will leave jobsite in better condition than before work started.
22. Contractor will supply all labor and materials to perform install as listed above and will ensure proper workmanship in all areas.
  23. Contractor will be available (if required) during final inspection by Lee County code enforcement.
  24. LJC Battery Co. will once the UPS's are commissioned, remove the existing external batteries from the 313KVA UPS and move to the new UPS and battery room. LJC will supply and install (4) new C&D/Power Battery UPS12-475 cells to be incorporated into the existing 60 battery cells. LJC will supply and install a 2 pole disconnect switch (kind that can be locked out) that will be installed between batteries and MCCB box.
  25. LJC will rewire a single string of (32) battery cells per UPS supplying wiring and hardware as needed to provide 192V DC for the MCCB box input. LJC will terminate battery feed into MCCB box.
  26. LJC will, when install is complete, verify DC voltage at MCCB box and when ready, will coordinate with APC (via phone technical support) and PSI to energize the external battery system and ensure battery system is operational.

The prices below are listed exactly as submitted by Technical Electric, ACRA Electric and LJC Battery Co. based on the work described above. The installation is State Contract listed via APC's part numbers. The county has the right to use either of the electrical contractors listed but based on the prices submitted and the experience of past projects where similar requirements must be met, it is PSI's recommendation to use Technical Electric as the installing contractor for this project. County's choice will be combined with Battery Contractor's price to be used for final installation cost.

(APC Part #'s to be used – WPRJ)

**Electrical Contractors' prices –**

Technical Electric's bid price- \$ 28,250

ACRA Electric's bid price- \$ 30,364

**Battery Contractor's price –**

LJC Battery Company- \$11,420

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All contractor work will be monitored and supervised by PSI personnel at all times. Contractors will adhere to strict safety and security guidelines and will observe County policies regarding building access, movement and disruption of activities.

**At all times contractors will strive to limit the noise, movement of personnel and materials to ensure as little disruption as possible.**

**Project totals – Based on State Contract Prices above**

**(2) Symmetra PX 80 Model 60- 60KVA/60KW UPS's - \$125,084  
Site Integration, Preparation, Inside Delivery, Rigging and Shipping- \$13,646  
Electrical Installation and Integration - Electrical Contractor- \$28,250  
Electrical Installation and Integration – Battery Contractor- \$11,420**

**Total Project Projected Cost on State of Florida Contract - \$178,400**

**Purchase orders are required for all State of Florida Contract purchases. Payment terms are Net 30 from date of shipment or Net 10 from Commissioning date, whichever is longer.**

**Power & Systems Innovations is a Certified High Power Partner and Distributor for American Power Conversion and an Authorized State of Florida Contract Reseller. If there are any questions regarding this quotation please call John West, Jr. at 800-260-2259.**

**Power & Systems Innovations, Inc.  
P.O. Box 590223  
Orlando, Fl. 32859-0223  
Ph- 800-260-02259  
Fx- 407-380-3911  
Federal Tax # 59-3473347  
Duns # - 79-431-8063**



## **Projected Timeline for UPS Systems' Integration and Installation**

**Week 1-** Order is placed and confirmed with APC. Estimated ship date established and estimated delivery date established. Customer removes any stored materials within UPS room and cleans for the Site preparation work to be performed. Customer should already have permits and any necessary pre inspections performed. Time line is set from Order date.

**Week 2-** Pre-delivery site survey meeting with United Van Lines, PSI, APC and customer to establish a delivery schedule, plan of implementation and determine resources needed. During this meeting the site survey evaluation paperwork is prepared and submitted. Battery contractor personnel will be performing site preparation work, electrical contractor will begin any work that can be started.

**Week 3-** APC ships UPS Systems to customer site and delivers on pre-established date. United Van Lines brings UPS components into the room and places where UPS systems will be. PSI and customer inspect UPS components and Battery site preparation work will be complete and battery racks anchored in place.

**Week 4-** Electrical Contractor will begin electrical work. Electrical Contractor will fill out APC Pre-wire checklist and forward to PSI to schedule with APC for UPS assembly and integration. APC Field Service Engineers will complete the UPS assembly and prepare for commissioning. Contractor will during this week determine a future completion date of UPS install so the UPS systems' startup and commissioning can be scheduled.

**Week 5-** Electrical Contractor will complete UPS systems' install and APC Field Service Engineers will be dispatched to complete startup. APC will commission both systems, perform self tests and train the onsite County personnel with operation and maintenance. County Electrical inspectors will be called in to verify installation to County and City code and NEC requirements and 'sign off' on the future transfer from old system to new systems. County will need to determine when final switchover is to be scheduled and establish a time window for switchover.

**Week 6-** If all has gone as planned this will be the switchover week. County will prepare for power shutdown. Electrical contractor will switch over both UPS systems at the same time and bring power back to supported loads. County will bring systems back on line and ensure no problems.

**Week 7-** Battery contractor will break down, rewire and reposition existing batteries into the new UPS room. Batteries will be wired for the new UPS's (4 new cells will be added) to where each UPS will have (32) 12V 475AH battery cells. This

**will increase the runtime of the UPS and offer the customer with a backup of the battery system.**

**Breakdown of APC SKU's and Prices-**

**Below are listed on the APC State of Florida IT Contract #250-000-03-**

**APC Part #'s and State Contract Prices :**

**Symmetra PX Part #'s – All listed under 'Infrastructure' heading**

**SY60K80F- \$45861**

**WASSEMUPS7X24-PX-31- \$1062**

**WASSEMEXTBAT-PX-33- \$1199**

**WSTRTUP7X24-PX-31- \$1056**

**WSTRTUP7X24-PX-33- \$459**

**WTRAINING - \$3121**

**WPREP- \$1780**

**Bypass Panel and Breaker Box Part #'s – Under Silcon Accessories**

**SBB60K80F- \$2204**

**SBP80KFC1M1- \$5800**

**Total price for the UPS- Bypass-Breaker Box- \$62,542 per System**

**(They are buying 2 of these systems)**

**Site Integration Part #'s**

**WSPS- \$1144 x (2) – (For 2 units being ordered- \$2288) – Under the 'Services'**

**WPRJ - \$8237 - PSI Project Management- Under the 'Infrastructure' heading**

**WICS – \$3121 - Under the 'Services' heading**

**Total Price for the Site Integration Work- \$13,646**

**Electrical Installation Part #'s – Under the 'Infrastructure' heading**

**WPRJ- Technical Electric Installation- \$28,250**

**WPRJ- LJC Battery Company Installation- \$11,420**

**Total Price for the Electrical Installation- \$39,670**

**Totals for the Project - \$178,400**



**FLORIDA  
DEPARTMENT  
OF  
MANAGEMENT  
SERVICES**

JEB BUSH  
*Governor*

CYNTHIA A. HENDERSON  
*Secretary*



State Purchasing  
4050 Esplanade Way  
Suite 350  
Tallahassee, Florida  
32399-0950

Telephone:  
850-488-8440

Fax:  
850-488-5498

Internet:  
[www.MyFlorida.com](http://www.MyFlorida.com)

Suite 315

September 17, 2002

Donald M. Muir  
APC Sales and Services Corp  
132 Fairgrounds Road  
West Kinston, Rhode Island 02892

Dear Mr. Muir:

Enclosed is your copy of the executed Term Contract between the State of Florida and your firm. It is your responsibility to mail a copy of this contract to each certified dealer and reseller that will accept orders and complete deliveries.

You are reminded the Special Conditions titled "Surcharge Fee and Summary of Total Sales" stipulates that a surcharge fees of 1% on all sales made under this contract, shall be payable to the State of Florida at the end of each contract quarter and summary of sales made under this contract must be furnished to State Purchasing as stipulated below:

<u>Quarter Number</u>	<u>Reporting Period Dates</u>	<u>Report Due Date</u>
3rd Quarter	July 1 – September 30, 2002	October 15, 2002
4th Quarter	October 1 – December 31, 2002	January 15, 2003
1st Quarter	January 1 – March 31, 2003	April 15, 2003
2nd Quarter	April 1 – June 30, 2003	July 15, 2003

**Should you make no sales during the quarter, a negative report must be submitted.**

Quarterly sales reports must include all sales made in accordance with this contract. These reports are to include all information stated in the Summary of Total Sales paragraph, Special Conditions. Any other information you wish to submit will be appreciated. A reporting form is enclosed.

September 17, 2002

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Failure to comply with these requirements will result in the contract supplier being found in default, in which case any and all reprourement costs may be charged against the defaulting contractor and may result in immediate, unilateral cancellation of your contract by State Purchasing.

Should you have any questions concerning the contract, please call me at (850) 487-4196. Any questions concerning remittance of user fee or summary of sales should be directed to Sarah Hamilton at (850) 414-6999.

Very truly yours,



David Comer  
Purchasing Analyst  
State Purchasing, Bureau of Information Technology  
and Consulting Services

Enclosure

cc: Vendor Sales Summary Administrator

**CONTRACT**

This Contract, effective the last date signed below, is by and between the State of Florida, Department of Management Services ("Department"), an agency of the State of Florida with offices at 4050 Esplanade Way, Tallahassee, Florida 32399-0950, and APC Sales and Services Corporation, a Delaware corporation with offices at 132 Fairgrounds Road, West Kingston, Rhode Island 02892 ("Contractor").

The Contractor responded to the Department's Invitation for Bid No. 52-250-000-B for Information Technology Hardware. The Department has determined to accept the Contractor's bid and to enter into this Contract in accordance with the terms and conditions of the solicitation.

Accordingly, and in consideration of the mutual promises contained in the Contract documents, the Department and the Contractor do hereby enter into this Contract, which is a state term contract authorized by section 287.042(2)(a) of the Florida Statutes (2001). Contractor is authorized to offer products in the following (sub)categories: Uninterruptible Power Supplies and Surge Suppressors.

The term of the Contract is from the effective date to July 31, 2005. The Contract consists of the following documents, which, in case of conflict, shall have priority in the order listed, and which are hereby incorporated as if fully set forth:

- Any written amendments to the Contract
- This document
- Technical Specifications
- Instructions to Bidders
- General Conditions
- Any purchase order under the Contract
- Contractor's bid

STATE OF FLORIDA,  
DEPARTMENT OF MANAGEMENT SERVICES

By: Cynthia A. Henderson, Secretary

Date

9/13/02

Approved as to form and legality by the Department General Counsel's Office:

Frederick J. Springer

Date

9/13/02

APC Sales and Services Corporation

By: Donald M. Muir  
Its: Vice President

Date

8/21/02

**STATE OF FLORIDA TERM CONTRACT (STC)  
SURCHARGE FEE AND SUMMARY OF TOTAL SALES FORM**

Vendor Name \_\_\_\_\_ FEID # \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Contract title: Information Technology Hardware Contract # 250-000-03-1

Total Quarterly Sales \$ \_\_\_\_\_ X 1% (.01) = User Fees Submitted \$ \_\_\_\_\_

Report reflects all sales for the CALENDAR QUARTER ending (3/31, 6/30, 9/30, 12/31) of the Year \_\_\_\_\_.  
(Please circle a calendar quarter ending date)

**INSTRUCTIONS**

1. When reporting Total Quarterly Sales, **ONLY** include those Items you have delivered and have been paid for during the quarter you are reporting on.
2. A report is still required even if there are no sales.
3. A SURCHARGE FEE AND SUMMARY OF TOTAL SALES REPORT (Form PUR7073-C) AND APPLICABLE USER FEES are due within (15) calendar days following the reporting period. Failure to provide the report and applicable fees may result in the contract supplier being found in DEFAULT.
4. Checks to be made payable to Florida Department of Management Services

Remit to: Florida Department of Management Services  
PO Box 5438  
Tallahassee, Fl 32314-5438

Vendor User Fee and State Contract Number should be noted on the check.

VENDOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Under penalties of perjury, I declare that this is a true and accurate report of all sales and user fees due under the terms and conditions of this contract for the stated contract quarterly reporting period.**

For information concerning the use of this form and/or user fees please contact Sarah Hamilton, Sales Summary/User Fee Administrator, State Purchasing at (850) 414-6999, Fax (850) 488-5498, e-mail [hamilt@dms.state.fl.us](mailto:hamilt@dms.state.fl.us)

For DMS USE ONLY  
PUR 7073-C (03/02)

