

From: [Janice English](#)
To: [Jenny Castano](#)
Subject: Copier Fleet Upgrade
Date: Tuesday, August 29, 2017 2:59:46 PM
Attachments: [image001.png](#)

From: Paul Bassar
Sent: Tuesday, August 29, 2017 2:55 PM
To: Janice English; Maryury Collier
Subject: FW: City of Hollywood Copier Fleet Upgrade

From: Paul Bassar
Sent: Wednesday, June 07, 2017 11:11 AM
To: 'figueroar@kmbs.konicaminolta.us'; 'perezd@sharpusa.com'; 'pauline.gregory@tbs.toshiba.com'; 'tony.graves@ricoh-usa.com'; Borecki, Bartosz
Cc: Duran Holycross; Christophe St. Luce; Barbara Armand; Janice English; Michelle Lemire; Raheem Seecharan
Subject: RE: City of Hollywood Copier Fleet Upgrade

Vendors—good morning:

The City of Hollywood would like to be invited to an onsite (south Florida location, preferably within a 25 mile radius of the city of Hollywood) vendor presentation/demonstration (not to exceed two hours) only as a **market research tool**—there is no commitment from the city for any follow-on awards—information obtained from the presentation may be used to evaluate and determine a follow-on award.

At the demonstration, city officials would like the presentation to cover the following—may be adjusted:

Contract Vehicle that can be used:

- Existing contract information, time remaining,
- Reference information for at least two customers who are using your companies copiers

Copier Product Demonstration:

- Functionality

- Availability to upgrade
- Maintenance support & timeline to fix
- Flexibility to change out models
- Add copiers if needed
- Remove copiers if needed
- IT infrastructure
- Green Initiatives

Transition Plan:

- Installing and removing of copier machines (provided below)
- Timeline
- Training of city personnel
- NOTE the city currently has the following copier machines, all must be replaced and replacement copiers must have the same functions of current machines with the ability to upgrade.:
 - Sharp MX 2615 34ea
 - Sharp MX MX M314 27ea
 - Sharp MX 3640 12ea
 - Sharp MX 5140 6ea
 - Sharp MX M503 4ea
 - Sharp MX 4141 1ea

Pricing:

- Annual Cost to include maintenance
- Warranty information

Please confirm if you are able to provide the city with the demonstration/presentation the week of 6/26/2017 – 6/29/2017—if YES please provide a few dates/times for this period so that we can finalize a schedule.

Thank You

Paul A. Bassar
 Director of Procurement & Contract Compliance

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Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Janice English
Sent: Tuesday, May 23, 2017 4:39 PM
To: 'figueroar@kmbs.konicaminolta.us'; 'perezd@sharpusa.com'; 'pauline.gregory@tbs.toshiba.com'; 'tony.graves@ricoh-usa.com'
Cc: Paul Bassar; Michelle Lemire; Christophe St. Luce
Subject: City of Hollywood Copier Fleet Upgrade

Good afternoon:

Most of you are aware that the City of Hollywood's copier fleet is due to expire 9/30/17. The Procurement Division would like for your firm to set-up copier demonstrations to showcase various copier models. Next week, we will send out a follow-up email requesting time and dates for your demonstrations. This email is to provide heads-up on our plan to visit your place of business for these demonstrations. The follow-up email will provide the copier models, features and functionality the City is most interested in.

After the demonstrations are completed, Procurement staff will request your firm to submit pricing utilizing government/consortium contracts, which will allow the City to piggyback for a period of three (3) years. It will be beneficial to the City that the contract you are offering should have a term period of 3-5 years. This will allow the City to take advantage of renewal extensions, if necessary.

Please advise if you are interested in providing the demonstrations and contract pricing by replying directly to this email. Make sure everyone listed in this email is copied in your reply. As mentioned above, a follow-up email will be issued to all interested parties.

Thank you,

Janice English
Procurement Contracts Officer

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City's Hours of Operation:

Monday – Thursday

7:00AM – 6:00PM

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