

**STATEMENT OF BUDGET IMPACT**  
**(Policy Number 94-45)**  
**Budgetary Review of Proposed Resolution &**  
**Ordinances with Financial Implication.**

**Date:** September 13, 2017

BIS 17 – 282

**FILE:** TMP-2017-468

**Proposed Legislation:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE THE ATTACHED BLANKET PURCHASE ORDER BETWEEN SHARP BUSINESS SYSTEMS AND THE CITY OF HOLLYWOOD FOR A FORTY-EIGHT (48) MONTH LEASE OF MULTIFUNCTIONAL COPIER EQUIPMENT, INCLUDING AVERAGE IMPRESSION COSTS, IN AN ESTIMATED ANNUAL AMOUNT OF \$198,000.00.

**Statement of Budget Impact:**

1.  No Budget Impact associated with this action;
2.  Sufficient budgetary resources identified/available;
3.  Budgetary resources not identified/unavailable;
4.  Potential Revenue is possible with this action;
5.  Will not increase the cost of Housing;
6.  May increase the cost of Housing; (CDAB review required)

**Explanation:**

This Resolution seeks authorization to issue a Blanket Purchase Order (B003052) between Sharp Business Systems and the City for a forty-eight (48) month multifunctional copier equipment lease including average impression costs, in an annual estimated amount of \$198,000.00 for the four (4) year term commencing on October 1, 2017 and ending on September 30, 2021.

The National Joint Powers Alliance (NJPA), a national organization whose purpose is to provide contracts on a cooperative basis, competitively bid for leased copier services and awarded NJPA Contract #083116-SEC to Sharp for Multi-Function copiers, printers, and equipment applicable to scanned data and management, image duplicating, and related solutions, accessories, supplies, and services for a four (4) year term beginning on October 19, 2016 and ending on October 19, 2020.

The City of Hollywood desires to piggyback to use the NJPA's bid subject to Section 38.40 (C)(5) of the Purchasing Ordinance.

A committee consisting of Information Technology and Procurement Services staff visited the locations of three vendors, Sharp, Toshiba and Konica/Minolta for equipment demonstrations. Utilizing criteria based on functionality, maintenance support, flexibility, IT infrastructure, green initiatives, transition plan and pricing, the committee determined that Sharp Business Systems was the best overall value in pricing to the City by meeting or exceeding the equipment of other vendors.

Sharp offered the lowest contract pricing of all considered vendors with the estimated annual dollar value of B003052 totaling \$198,000.00 to include the base price for the 48 month equipment lease agreement in the annual amount of \$84,964.68 for the City's current complement of eighty-seven (87) copiers, and additional per copy charges for black and white and color copies.

Funding for this agreement has been identified and is available in individual departmental 4404 Equipment Rental/Lease accounts in the City of Hollywood FY 2018 Operating Budget subject to its passage and adoption by the City Commission.

This award is subject to the City receiving all insurance documentation required and approved by the City's Risk Manager, along with signed statements of Hold Harmless and Indemnity in favor of the City.

**PREPARED BY:** Hilde Johnson  
Management / Budget Analyst

**APPROVED BY:** Kee Juen Eng  
Assistant Director, Budget and Financial Services