



City of Hollywood

Hollywood City Hall
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Hollywood, FL 33020
<http://www.hollywoodfl.org>

Legislation Text

File #: R-2017-280, **Version:** 1

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.

Staff Recommends: Approval of the Attached Resolution.

Explanation:

The City Departments, Office's and Divisions require multifunctional copier equipment that includes copy, print, scanning and faxing capabilities at their locations to meet daily operational needs.

The City currently has a fleet of eighty-seven (87) leased copiers throughout the City.

Four (4) vendors were contacted to provide their demonstrations to the City, however, only three (3) vendors responded and staff moved forward with only the three (3) respondents received.

A committee was formed comprising of staff from Information Technology and Procurement Services in order to evaluate a new fleet of copiers.

As a part of the evaluation process, the committee visited Sharp, Toshiba and Konica/Minolta location of business' and was given a demonstration of their equipment, which staff wanted to ensure the type of equipment selected would meet the City's needs.

Staff's criteria for evaluating the all copier manufacturers were based on the following: functionality, maintenance support, flexibility, IT infrastructure, green initiatives, transition plan and pricing.

After visitations were complete, copier suppliers submitted quotes to Procurement Services based on other government contracts and a break-down of their pricing is listed below.

Sharp	Konica/Minolta	Toshiba	Ricoh
Annual amount (48 Month Lease only)	Annual amount (48 Month Lease only)	Annual amount (48 Month Lease only)	Annual amount (48 Month Lease)
\$84,964.68	\$107,850.12	\$101,691.48	N/A

The additional cost will be calculated as the impressions (per copy charge - black/white and color) cost, which is a part of the overall total amount.

After the evaluations were complete, the committee unanimously decided that Sharp Business Systems was the best overall value in pricing to the City.

The requested leased copiers from Sharp Business Systems have been competitively bid by the National Joint Powers Alliance (NJPA), a national organization whose purpose is to provide contracts on a cooperative basis.

NJPA Contract #083116-SEC was awarded to Sharp for Multi-Function copiers, Printers, and Equipment Applicable to Scanned data and Management, Image Duplicating, and Related Solutions, Accessories, Supplies, and Services beginning on October 19, 2016 through October 19, 2020.

Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.

The term of the lease agreement is for a four (4) year period and the lease includes all services and supplies except paper and staples.

The copier equipment furnished by Sharp Business Systems under this agreement meets or exceeds other manufacturer's copier equipment with comparable features and capabilities available currently on other governmental contracts and the open market.

Included in Sharp Business Systems equipment is the Data Security (DSK) Kit software, which protects and controls the major MFP systems and subsystems (print, copy, scan, and fax jobs, network settings, operation system, memory components, local user interface, engine and job controller), thus, the DSK uses the Advanced Encryption Standard (AES) algorithm on all data before it is written to RAM or Flash memory and the disk that also provides overwriting routines for deleted data, to ensure that all information is virtually irretrievable by unauthorized users.

The Director of Procurement & Contract Compliance recommend that the City Commission approve the issuance of the attached Blanket Purchase Order for the lease of copier equipment to Sharp Business Solutions of Miami Lakes, Florida in an estimated annual amount of \$198,000.00.

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

Funding for these agreements has been provided in the FY 2017 budget in individual departmental 4404 Equipment Rental/Lease Accounts and will be requested in subsequent fiscal years.

Recommended for inclusion on the agenda by:

Dr. Wazir A. Ishmael, City Manager

George R. Keller, Jr., ACM, Finance & Administration

Paul Bassar, Director of Procurement & Contract Compliance