

# ACTION ITEM

Board of Governors Meeting, June 19, 2019

<b>CONTRACT ID:</b>	<b>MULTI-FUNCTION COPIERS</b> <i>VENDOR: KONICA-MINOLTA AND KYOCERA</i>
<b>BUDGETED ITEM</b>	This is an ongoing operating expense item that is budgeted annually.
<b>CONTRACT AMOUNT</b>	Approximately \$296,000 for a three (3) year lease term which includes annual lease costs and projected click count charges
<b>PURPOSE / SCOPE</b>	<p><b>Purpose:</b> This Action Item seeks Board approval for up to a three (3) year lease agreement for 21 multi-function copiers located in Jacksonville (18), Tallahassee (2) and Tampa (1).</p> <p><b>Scope:</b> The new lease agreements will allow Citizens to either continue use of existing multifunction copiers or replace expiring leases with the newest technology. Installation of the replacement copiers will be staggered to allow for ease in delivery and set-up. Any new lease agreement(s) will be made pursuant to an established Florida State Term Contract.</p>
<b>CONTRACT TERM(S)</b>	The proposed contract(s) will be for up to a three (3) year term. Beginning contract term dates are projected to be 10/27/2019 in Jacksonville, 10/25/2019 for Tallahassee and 9/16/2019 for Tampa. End dates will be up to three-years from date machines are placed into service.
<b>PROCUREMENT METHOD</b>	Continued service will be procured utilizing an approved Florida State Term Contract which meets the requirements of Citizens' Purchasing Policy. Use of the finalized contract will be consistent with this Action Item.
<b>RECOMMENDATION</b>	It is recommended that Citizens' Board: <ul style="list-style-type: none"><li>a) Approve up to a three year lease term with Konica-Minolta and Kyocera under an approved State Term Contract for 21 multifunction copiers in Jacksonville (18), Tallahassee (2) and Tampa (1) that is consistent with the intent of this Action Item;</li><li>b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.</li></ul>
<b>CONTACTS</b>	Kelly Booten, Chief, Systems and Operations Cherri Linn, Director of Facilities Management