

Executive Summary

Board of Governors Meeting, June 24, 2020

Multifunction Copier Leases/Extensions – TLH and JAX VENDOR: KONICA-MINOLTA

Topic

Citizens is requesting lease extensions involving fifteen (15) multi-function copiers in Tallahassee and Jacksonville. The current individual leases on these multi-function copiers have staggered lease expiration dates. To successfully consolidate our operational needs, extensions of up to twelve months are requested to obtain consistent expiration dates in support of this effort. This will allow coordination in making a more informed decision on the future needs of these types of multi-function copiers, on or before May 31, 2021, based on the impact of the new virtual and return to office work plan. All the leases will be aligned by December 31, 2020.

History

Each of the underlying leases for these machines was procured through State Term Contract 600-000-11-1. The pricing terms allow for these extensions (month to month following staggered expirations) within State Term Contract 600-000-11-1. Although this State Term Contract has recently expired, Florida's Department of Management Services has confirmed that our agreements survive, and we are permitted to extend these terms accordingly with Konica Minolta for the rates established within the State Term Contract.

<u>Model/Serial Number</u>	<u>Location</u>	<u>Current Lease Start/Lease End</u>
BizHub C368/ ...3540	JAX	5/31/17-5/30/20
BizHub C258/ ...5940	TLH	8/30/17-8/30/20
BizHub C258/ ...5995	TLH	8/30/17-8/30/20
BizHub C368/ ...4168	TLH	8/30/17-8/30/20
BizHub C368/ ...3540	JAX	5/31/17-5/30/20
BizHub C458/ ...3847	TLH	8/30/17-8/30/20
BizHub C458/ ...4567	TLH	8/30/17-8/30/20
BizHub C368/ ...9103	JAX	11/29/17-11/29/20
BizHub C368/ ...9001	JAX	11/29/17-11/29/20
BizHub C458/ ...8252	JAX	11/30/17-11/29/20
BizHub C368/ ...0957	JAX	12/1/17-11/30/20

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BizHub C368/ ...9095	JAX	12/5/17-12/4/20
BizHub C368/ ...9511	JAX	12/7/17-12/6/20
BizHub C808/ ...5226	JAX	12/11/17-12/10/20
BizHub C368/ ...0970	JAX	12/12/17-12/11/20

The month to month extensions will allow for uniform expiration dates and the orderly transition to future resources of multi-function copiers, as determined by operational needs.

Recommendation

It is recommended that Citizens' Board

- a) Approve these lease extensions not to exceed \$36,000 with Konica-Minolta under State Term Contract 600-000-11-1 for Jacksonville and Tallahassee multi-function copiers to allow alignment of all leases by December 31, 2020, as described in the Consent Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with the Consent Item.

CONSENT ITEM

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CONTRACT ID	Multifunction Copier Leases/Extensions – TLH and JAX VENDOR: KONICA-MINOLTA
BUDGETED	This is an ongoing operating expense item that is budgeted annually.
CONTRACT AMOUNT	Approximately \$36,000 for lease extensions, this includes base lease cost together with additional projected charges based upon usage.
CONTRACT HISTORY	The Board of Governors approved the original three (3) year leases on March 29, 2016, for multiple leases with staggered terms.
CONTRACT TERM(S)	The proposed lease extensions will be for month to month terms, for a maximum of (12) months for alignment of all these leases by December 31, 2020. The decision on future needs is anticipated on or before May 31, 2021.
PURPOSE/SCOPE	<p>Purpose: This Consent Item summary seeks Board approval for lease extensions for 15 multi-function copiers located in Jacksonville (9) and Tallahassee (6). Based on the current work from home status, and as a result of COVID-19, it is recommended to extend these leases, through June 30, 2021, versus entering new three-year contracts. Each of these multi-function copiers have staggered lease expiration dates and to successfully consolidate these dates an extension of up to twelve months, as needed, will support this effort. This will allow time to make a more informed decision based on the impact the new virtual and return to office work plan has on office operations.</p> <p>Scope: The new lease agreements will be made pursuant to State Term Contract 600-000-11-1 procured by the State of Florida. This extension will allow Citizens to align the current machines to the same expiration date.</p>
PROCUREMENT METHOD	These leasing services will be procured utilizing the Florida State Term Contract No. 600-000-11-1 which meets the requirements of Citizens' Purchasing Policy.
RECOMMENDATION	It is recommended that Citizens' Board: a) Approve these lease extensions not to exceed \$36,000 with Konica-Minolta under State Term Contract 600-000-11-1 for Jacksonville and Tallahassee multi-function copiers to allow alignment of all leases by December 31, 2020, as described in this Consent Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
CONTACTS	Violet Bloom, Chief Human Resources Officer Cherri Linn, Director of Facilities Management