

ACTION ITEM

Board of Governors Meeting

June 22, 2016

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CONTRACT ID:	MULTI-FUNCTION COPIERS <i>VENDORS: KONICA-MINOLTA AND RICOH</i>
BUDGETED ITEM:	This is an ongoing operating expense item that is budgeted annually.
CONTRACT AMOUNT:	Approximately \$450,000 for a three (3) year lease term that includes annual lease cost and projected click count charges.
PURPOSE / SCOPE:	<p>Purpose: This Action Item summary seeks Board approval for new three (3) year lease agreements for thirty multi-function copiers located in Jacksonville (18), Tallahassee (2), and Tampa (10). This Action Item covers expenses related to leases expiring through the end of 2016. Additionally, this will create efficiencies by aligning lease term dates that previously varied throughout the year.</p> <p>Scope: The new multifunction lease agreements will be made pursuant to a governmental contract procured by the State of Florida. This new lease agreement will allow Citizens to replace the current machines with the newest technology.</p>
CONTRACT TERM(S):	The proposed purchased orders are to be for a three-year term.
PROCUREMENT METHOD:	This service will be procured utilizing the Florida State Term Contract No. 600-000-11-1 meets the requirements of Citizens' Purchasing Policy.
RECOMMENDATION:	It is recommended that Citizens' Board: <ul style="list-style-type: none">a) Approve the expenditures for services to Konica-Minolta and Ricoh as set forth in this Multi-Function Copiers Action Item; andb) Authorize staff to take any appropriate or necessary action consistent with this Action Item.
CONTACTS	Kelly Booten, Chief, Systems and Operations Cherri Linn, Director of Facilities Management