

# Executive Summary

Board of Governors Meeting, September 21, 2022

## Multi-Function Copier Leases

### Topic

As Citizens continues to adapt to a hybrid workplace, there will be an on-going evaluation of the copier leases. Opportunities to realign resources or eliminate additional leases will be evaluated and acted upon accordingly. As a result, Citizens wishes to convert the ongoing leases of the copier equipment to month-to-month terms.

### History

An Alternative Contract Source (ACS) is a contract let by a federal, state, or local government that has been approved by the Secretary of the Department of Management Services, based on a determination that the contract is cost-effective and the best value to the state, for use by Florida agencies for purchases, without the requirement of competitive procurement. ACS purchases are authorized by subsection 287.042(16), Florida Statutes, as implemented by Rule 60A-1.045, Florida Administrative Code.

On June 19, 2019, the Board approved \$296,000. This Consent Item does not seek any additional spend authority, as \$123,000 of authorization remains. The proposed lease modifications/extensions will now be month to month, until additional Board approval of funds will be required, or the lease extension is terminated. The remaining spend authority should last approximately 31 months, depending upon future use.

Citizens' is permitted to make purchases from this ACS (44000000-NASPO-16-ACS) as an "eligible user" in accordance with s. 627.351(6)(e)1, Florida Statutes.

### Recommendation

Staff recommends the Board of Governors:

- a) Authorize the Consent Item for modification/extension of month-to-month terms, for an amount not to exceed the previously approved \$296,000 amount from the June 19, 2019, Board of Governors, as set forth in this Consent Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.

## Multi-Function Copier Leases

 **ACTION ITEM**
 **New Contract**
 **Contract Amendment**
 **Other** \_\_\_\_\_

 **CONSENT ITEM**
 **Contract Amendment**
 **Existing Contract Extension**
 **Existing Contract Additional Spend**
 **Previous Board Approval** \_\_\_\_\_

 **Other** \_\_\_\_\_

**Action Items:** Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

- Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

**Consent Items:** Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

<b>Item Description</b>	Multi-Function (Copier) Leases (TLH and JAX)
<b>Purpose/Scope</b>	<p>This Consent Item seeks to obtain approval to convert the current lease terms for sixteen (16) leases, scheduled to expire in November 2022, to month-to-month terms. Four (4) other machine leases that also expire in November 2022 will be eliminated. This change in term will allow for more flexibility and reduce the cost associated with long term commitments should we cancel any lease(s) prior to expiration. At this time, no additional spend authority is required. There is an adequate balance of funds to cover this expense for approximately twelve (12) months from the previous June 19, 2019 Board approval.</p> <p>As Citizens continues to adapt to a hybrid workplace, there will be an on-going evaluation of the copier leases. Opportunities to realign resources or eliminate additional leases will be evaluated and acted upon accordingly.</p>
<b>Contract ID</b>	Multi-Function (Copier) Lease Extensions Konica-Minolta and Kyocera
<b>Budgeted Item</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>This is an ongoing operating expense that is budgeted annually.</p>
<b>Procurement Method</b>	These leasing services were originally procured utilizing the State Term Contract ("STC") 600-000-11-1 which meets the requirements of Citizens' Purchasing Policy. The current STC for these leases is 44000000-NASPO-16-ACS.

## Multi-Function Copier Leases

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 **Other** \_\_\_\_\_

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 **Other** \_\_\_\_\_

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<b>Contract Amount</b>	Approved by Board 6/19/2019 for \$296,000; Currently \$173,000 remains of previous authorized authority.
<b>Contract Terms</b>	The proposed lease modifications/extensions will now be, month-to-month until additional Board approval of funds will be required, or the lease extension is terminated. The remaining spend authority should last approximately 31 months, depending upon future use.
<b>Board Recommendation</b> (DOES NOT go through Committee)	<p>Citizens' Staff proposes that the Board of Governors:</p> <ol style="list-style-type: none"> <li>a) Authorize the Consent Item for modification/extension of month-to-month terms, for an amount not to exceed the previously approved \$296,000 amount from the June 19, 2019, Board of Governors, as set forth in this Consent Item; and</li> <li>b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.</li> </ol>
<b>Contacts</b>	<p>Violet Bloom, Chief Human Resources Officer Cherri Linn, Director of Facilities Management and Real Estate</p>