

# ACTION ITEM

Board of Governors Meeting, March 29, 2016

<b>CONTRACT ID:</b>	<b>Multi-Function Copiers</b> <i>VENDOR: KONICA-MINOLTA</i>
<b>BUDGETED ITEM</b>	This is an ongoing operating expense item that is budgeted annually.
<b>CONTRACT AMOUNT</b>	Approximately \$192,918 for a three (3) year lease term this includes annual lease cost and projected click count charges and 2) \$4,000 for month to month continuation of one machine through 7/31/17.
<b>PURPOSE / SCOPE</b>	<p><b>Purpose:</b> This Action Item summary seeks Board approval for a three (3) year lease agreement for fifteen multi-function copiers located in Jacksonville (9), and Tallahassee (6). This Action Item also seeks approval of \$4,000 for month to month lease of one machine until 7/31/17.</p> <p><b>Scope:</b> The new lease agreements will be made pursuant to State Term Contract 600-000-11-1 procured by the State of Florida. This new lease agreements will allow Citizens to replace the current machines with the newest technology.</p>
<b>CONTRACT TERM(S)</b>	The proposed contract will be for a three-year term from 11/14/17 to 11/13/20 for Jacksonville and 8/1/17 through 7/31/20 for Tallahassee.
<b>PROCUREMENT METHOD</b>	This service will be procured utilizing the Florida State Term Contract No. 600-000-11-1 which meets the requirements of Citizens' Purchasing Policy.
<b>RECOMMENDATION</b>	It is recommended that Citizens' Board: <ul style="list-style-type: none"><li>a) Approve a three year lease term with Konica-Minolta under State Term Contract 600-000-11-1 from 11/14/17 to 11/13/20 for Jacksonville as described in this Action Item;</li><li>b) Approve a three year lease term with Konica-Minolta under State Term Contract 600-000-11-1 from 8/1/17 through 7/31/20 for Tallahassee as described in this Action Item;</li><li>c) Approve expenditure of \$4,000 for month to month lease of one machine through 7/31/17; and</li><li>d) 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