SUBJECT: ENTERPRISE PRINT SOLUTION (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – THREE (3) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject RFP was awarded on 10/15/15 to Xerox Corporation (contract #8734-10) in the amount of $1,300,000.00. Increase in the amount of $822,024.00 approved on 12/10/16; increase in the amount of $1,240,000.00 approved on 11/30/17; increase in the amount of $537,976.00 approved on 6/7/18; first renewal option in the amount of $1,600,000.00 approved on 10/18/18; increase (to incorporate SS-0403-18) in the amount of $52,250.00 approved on 11/29/18.

Recommend approval to utilize the second renewal option with Xerox Corporation in the annual expenditure amount of $1,600,000.00. Total revised award amount, including the second renewal option for SS-0403-18 ($28,500.00), not-to-exceed $7,180,750.00. Period of service shall be December 23, 2019 through December 22, 2020 with one (1) one (1) year renewal option remaining.

This award shall be funded through account AFPS521PUCCC-03437 and executed by formal contract amendment through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Basis of Award, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREGORY PEASE, CHIEF, PROCUREMENT DIVSION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: November 18, 2019

Subject: SS-0433-15 Enterprise Print Solution (contract #8734-10)

The Procurement Division requests approval to utilize the second (2) of three (3) contract renewal options with Xerox Corporation. Estimated annual expenditure amount not-to-exceed $1,600,000.00. Total revised award amount, including all awards for SS-0403-18, not to exceed $7,180,750.00. Period of service shall be from December 23, 2019 through December 22, 2020 with one (1) one (1) year renewal option remaining.

Funding for this award shall be encumbered by account AFPS521PUCCC-03437 and executed by formal contract amendment through the Office of General Counsel.

Thank you for your assistance and consideration in this matter.

CC: Marilyn Laidler
Manager of Purchasing Services, Assistant
Procurement Division

xerox™

Christopher McPherson
US Director, Government & Healthcare Channels
Public Sector Operations

Xerox Corporation
8701 Florida Mining Blvd
Tampa, FL 33634

Christopher.mcpherson@xerox.com
tel 813.636.4509

10-31-2019

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Mr. Kalage:

Please allow this letter to serve as Xerox acceptance of the City of Jacksonville's request to exercise the second of three contract renewal options for ESC-0433-15 Enterprise Print Solution, under the same terms and conditions as per the award and all mutually agreed to Amendments or Project Change Requests to date.

We truly appreciate the opportunity to continue serving the City of Jacksonville!

Sincerest regards,

Christopher McPherson

1.3 **Term of Agreement.**
The initial term of agreement will commence upon execution of the contract for a period of three (3) years. Buyer will have the option to renew such agreement an additional three (3) one-year period of service upon satisfactory performance by Contractor and if mutually agreed upon by both parties. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 **Minimum Requirements for Contractors**

Contractor must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractors warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive.

Vendor must provide historical and reference information that confirms a minimum of three (3) consecutive years providing Enterprise Print Solutions, preceding the response to this RFP. At least one of the existing or former agreements must have included providing print solutions of an average of one (1) million images per month.

1. Provide a minimum of three (3) references of existing customers utilizing enterprise print solutions.
   - Customer Contact Name, Phone Number, and Title
   - Organization Name and Address
   - Industry
   - Number of Devices Supported under this contract
   - Avg. Number of Impressions billed/produced monthly
   - Describe briefly the nature of the services provided
   - Contract Period

   Note: Providing these references grants the City of Jacksonville the permission to contact the customers with no advance notification to the contractor and collect information related to the contractor and their services.

2. Provide the two (2) most recent fiscal years (FY2013 and FY2014) of annual reviewed/audited financial statements to include balance sheet and income statement. (Only one (1) copy in a separate sealed envelope marked "Confidential").

1.5 **Equal Business Opportunity Program**
It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria 3,900,000

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS: 160177
Recommend approval to amend the award dated 10/18/18 with Xerox Corporation to revise the total contract expenditure from $5,500,000.00 to $5,552,250.00, to include the single source award, SS-0403-18, which was incorporated into contract #8734-10 on 2/6/2018 and renewed on 11/19/2018 for the total amount of $52,250.00.

To be executed by contract amendment (#8734-10) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Single Source Award; Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 11/29/18

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED DATE 11/29/18

OTHER DISAPPROVED

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three, one year renewal options with Xerox for the City of Jacksonville's enterprise print solution. The period of service will be from December 23, 2018 through December 22, 2019. The total requested expenditure for this period not-to-exceed $1,600,000.00, for a revised total contract expenditure not-to-exceed $5,500,000.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437 and executed by contract amendment (#8734-10) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Vendor Letter; Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/18/18

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 10/18/18

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Xerox Corporation in the amount of $537,976.00 for additional funding needed for services through December 22, 2018. The total revised contract expenditure not-to-exceed $3,900,000.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437.

ATTACHMENTS: Recommendation Memo; Vendor Email; Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **GREG PEASE, CHIEF OF PROCUREMENT**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 6/07/18

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/07/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award with Xerox Corporation in the amount of $1,240,000.00 to fund the third year of the initial three year term, for Enterprise print solution services through December 22, 2018. Total revised expenditure not-to-exceed $3,362,024.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437.

ATTACHMENTS: Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **GREG PEASE, CHIEF OF PROCUREMENT**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 11/30/17

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 11/30/17

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award with Xerox Corporation in the amount of $822,024.00 to fund the second of three years, for Enterprise print solution services through December 22, 2018. Total revised expenditure not-to-exceed $2,122,024.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437, to be executed by formal contract (8734-10) amendment through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Awards

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **GREG PEASE, CHIEF OF PROCUREMENT**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 12-08-16

Teresa R Eibar

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/10/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award for equipment implementation from April 10, 2016 through date of award.

Recommend approval of award to amend the current contract 8734-10, dated December 23, 2016 with Xerox Corporation to extend the original equipment implementation period of 120 days as stated in CSPEC ESC-0433-15. The period of service is April 11, 2016 thru September 30, 2016. The current contract expenditure not-to-exceed $1,300,000.00 will remain unchanged, to be executed by contract amendment #1 thru the Office of the General Counsel.

Funding for this award to be encumbered by account AFPS521PUCCC-03437 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Award

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING ____ DATE: 4/28/16

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 4/28/16

APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION ____

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on July 30, 2015 to enter into negotiations with Xerox Corporation for the Enterprise Print Solution. Negotiations commenced on August 24, 2015, concluding on September 25, 2015. Recommend approval of award to Xerox Corporation as the highest scoring bidder based on the evaluation criteria to provide scenario four (4) for the City of Jacksonville's Enterprise Print Solution. Period of service is three (3) years from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $1,300,000.00.

Funding for this award to be encumbered by account OPPR521CC-03437 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services;Previous Award

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief of Procurement

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10-15-15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 10/15/15

MF
APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION ____

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC--0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to enter into negotiations with the highest ranked firm, Xerox Corporation to develop contract terms to formally procure services for Enterprise Print Solution for the City of Jacksonville. The results of the negotiations will be documented and brought back before the CSPEC Committee for approval.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief of Procurement

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 07/30/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 7/30/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: ~~Mayor Lenny Curry~~
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION ____

ADMINISTRATIVE AWARD
BID NO.: SS-0403-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to utilize the second renewal option with Xerox Corporation for twenty-five (25) replacement Xerox devices with card readers to provide copy services for the Jacksonville Public Library in the annual expenditure amount of $28,500.00. Total revised award amount not-to-exceed $80,750.00. Period of service shall be December 23, 2019 through December 22, 2020 with one (1) one (1) year renewal option remaining.

FUNDING SOURCE: Funding for this award shall be encumbered by account AFPS521PUCCC-03437 and executed by formal contract amendment (contract #8734-10) through the Office of General Counsel.

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A

NUMBER FIRMS BIDDING: N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: Exempt under Section 126.206 Sole-source, noncompetitive purchases.

RECOMMEND AWARD TO: Xerox Corporation

CONCURRENCE BY: Greg Pease, Division Chief, Procurement Division

PRICE: $80,750.00

TERMS: NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

David Klages, Analyst

11/1/19
Date

Manager of Purchasing Services, Assistant

11/1/19
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

11/4/19
Date

ADMINISTRATIVE AWARD
BID No.: SS-0403-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to amend single source award dated 2/6/18 with Xerox Corporation, to reduce the expenditure from $26,125.00 to $23,750.00 to align with the ten month service period.

Recommend approval to utilize the first (1) of three (3) renewal options with Xerox Corporation for copy services for the Jacksonville Public Library. The period of service will be from December 23, 2018 through December 22, 2019, with two (2) one (1) year renewal options remaining. The requested annual expenditure for this period not-to-exceed $28,500.00 or $2,375.00/month. The total revised single source award expenditure not-to-exceed $52,250.00, and a total revised contract expenditure not-to-exceed $5,552,250.00.

FUNDING SOURCE: AFPS521PUCCC-03437, to be executed by Formal Contract amendment (#8734-10) through Office of General Counsel.

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
Exempt under 126.206 Single Source, Non-competitive purchases.

RECOMMEND AWARD TO: Xerox Corporation

CONCURRENCE BY: Greg Pease, Chief, Procurement Division

PRICE: $52,250.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst
11/16/18
Date

Manager of Purchasing Services
18Nov2018
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division **Date** 11/19/18

ADMINISTRATIVE AWARD
BID No.: SS-0403-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval of Single Source Award to Xerox Corporation, for twenty-five Xerox devices with card readers to provide copy services for the Jacksonville Public Library, in accordance with contract #8734-10. Period of service will be from contract execution through December 22, 2018, with three (3) one (1) year renewal options. Total requested expenditure not to exceed $26,125.00 or $2,375.00/month.

FUNDING SOURCE: AFPS521PUCCC-03437, to be executed by Formal Contract through Office of General Counsel

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
Exempt under 126.206 Single Source, Non-competitive purchases.

RECOMMEND AWARD TO: Xerox Corporation

CONCURRENCE BY: Michael Weinstein, Director of Finance

PRICE: $26,125.00 or $2,375.00/month **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst
2/5/18
Date

Assistant Manager of Purchasing Services
2.5.18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division **Date** 2/6/18

QWS3270X 11/18/2019 4:21 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 11/18/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 4:20 PM

FISCAL MO/YEAR : 02 2020 CURRENCY CODE :
INDEX CODE : AFPS521PUCCC COPY CENTER
SUBOBJECT : 03437 COPIER CONSOLIDATION CONTRACT
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	NOV 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,458,832.39	1,458,832.39
EXPENDITURES	105,298.48	105,298.48	105,298.48
ENCUMBRANCES	-105,298.48	715,783.91	715,783.91
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	637,750.00	637,750.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND