SUBJECT: PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN#9-13-G COPIERS, PRINTERS AND MULTI-FUNCTIONAL PRINTERS

BID #: PSC-0355-15 **OPEN DATE:** 12/12/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: DATE OF AWARD THROUGH DECEMBER 31, 2019

AGENCY: JACKSONVILLE SHERIFF'S OFFICE

BASIS OF AWARD: PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN #9-13-G

NUMBER OF BIDS INVITED: 0 **NUMBER RECEIVED:** 0 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from January 1, 2020 to date of award.

Recommend approval to amend the piggyback award between the University of South Florida and XEROX to extend the award for a six (6) month period, ending June 30, 2020 and to increase the award by the amount of $70,800.00. The revised total not-to-exceed amount is $756,374.40.

Funding source for this amendment to be encumbered by accounts 00111.552101.544100 ($60,000.00) and 00111.561102.544100 ($10,800.00); to be executed by formal contract amendment through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Quote, Previous Awards

ANALYST _____
TARYN MANSER

RESPECTFULLY SUBMITTED _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: DERRICK LEWIS, DIRECTOR, POLICE SERVICES, JSO

(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 _____

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

From: Bill Clement, CPA
Chief of Budget

Thru: Derrick Lewis (DL)
Director of Police Services

Subject: PSC-0355-15 Piggyback University of South Florida ITN# 9-13-G Copiers, Printer and Multi-Functional Printers

Date: January 30, 2020

The Jacksonville Sheriff's Office is requesting an amendment to the award for PSC-0355-15 to extend the award for a six (6) month period ending June 30, 2020, and to increase the award in the not to exceed amount of $70,800.00. We are requesting the extension in order to put the new award and contract in place for the new equipment. The funding sources are listed in the chart below. The total not to exceed revised expenditure amount is $756,374.40. We are requesting that the contract amendment to be executed by the Office of General Counsel.

XEROX - REVISED		
Index Code	00111.552101.544100	00111-561102-544100
Equipment Type	Nuvera 120 (2)/C75M2	C95CP/C75EFI
FY20	$ 60,000.00	$ 10,800.00

Please let me know if you require any additional information. Thank you for your assistance

Baines, Deidra B.

From: Whitsell, Heather R <Heather.Whitsell@xerox.com>
Sent: Friday, February 28, 2020 8:20 AM
To: Baines, Deidra B.
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

******EXTERNAL EMAIL SOURCE******
This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Good Morning Deidra,

I was advised that the contract will continue to bill month to month at the same cost.

Do you want to wait until June to move forward with the new devices (production and booking department)?

Thank you,

Heather Whitsell
GEM Sales Executive
Saxon Business Systems
a **XEROX** Company
Direct (904) 538-0400 Ext. 767
Toll Free (877) 657-2966 Ext. 767
Heather.Whitsell@Xerox.com

xerox™ Business Solutions

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Wednesday, February 19, 2020 3:14 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>
Cc: Christ, Lesley A <Lesley.Christ@xerox.com>; Whitsell, Heather R <Heather.Whitsell@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

I am going to submit a request for a six month extension on the current contract so we have paperwork in place on our side to continue to lease the Xerox copiers in the copy centers. I had asked in the previous e-mail if they amounts would stay the same. Can you let me know if you have an issue with me processing a six month extension (Jan – June) and if you can tell me if they amounts will stay the same? "

Let me know if you have any questions.

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media
The Mission of the Jacksonville Sheriff's Office: "To Serve and Protect in Partnership with Our Community"

From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Wednesday, December 18, 2019 1:40 PM
To: Baines, Deidra B.
Cc: Christ, Lesley A; Whitsell, Heather R
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

******EXTERNAL EMAIL SOURCE******
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checking

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Wednesday, December 18, 2019 1:32 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>
Cc: Christ, Lesley A <Lesley.Christ@xerox.com>; Whitsell, Heather R <Heather.Whitsell@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

Would the monthly amounts stay the same if we go month to month?

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

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From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Wednesday, December 18, 2019 1:12 PM
To: Baines, Deidra B.
Cc: Christ, Lesley A; Whitsell, Heather R
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail
Importance: High

******EXTERNAL EMAIL SOURCE******
This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the

sender and know the content is safe.

Good morning Deidra,
We finally got an answer from Xerox. They said your contract will roll month to month after it ends unless you request a 12 month extension.
I would like to set up a introduction meeting with yourself and Heather Whitsell, our new Government Rep. Would you like for this to be after the first of the year?
Christmas time I am sure if very busy for you.
Please provide a couple of days and times that work best within your schedule. I will also reach out to Bill for a intro meeting with Heather.
Thank you and so sorry for the delay Deidra!
Paula

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Tuesday, December 17, 2019 4:17 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>
Cc: Christ, Lesley A <Lesley.Christ@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

Were you able to get a response to what happens after December 31, 2019? As stated before the piggyback process is a multi-step process prior to a purchase order being issued.

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media
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From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Wednesday, December 11, 2019 12:32 PM
To: Baines, Deidra B.
Cc: Christ, Lesley A
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

******EXTERNAL EMAIL SOURCE******
This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

I have not gotten a response....I will reach out to Xerox again. Is there a reason we haven't gotten the PO Deidra? I thought we were awarded this upgrade?
Please let me know so I can let Xerox know what's going on. Thank you, Paula

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Tuesday, December 10, 2019 4:23 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

Any word on our contract past December 31, 2019?

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

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From: Baines, Deidra B.
Sent: Wednesday, December 04, 2019 4:24 PM
To: 'Johnson, Paula R'
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

The piggyback process has multiple steps before the purchase order can be issued. We are not missing anything at this time.

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media
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From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Tuesday, December 03, 2019 2:22 PM
To: Baines, Deidra B.
Subject: Re: Checking on the PO's for Sherriff's office Copy Center and Jail

******EXTERNAL EMAIL SOURCE******
This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Hi Deidre
I will check the status of your contract and get back to you.

May I ask what seems to be holding up the P.O.?
Is there something we are missing?

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Tuesday, December 3, 2019 1:27:42 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

Will we go month to month on the current equipment if the new award and contract are not in place?

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media
The Mission of the Jacksonville Sheriff's Office: "To Serve and Protect in Partnership with Our Community"

From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Wednesday, November 20, 2019 9:19 AM
To: Baines, Deidra B.
Subject: FW: Checking on the PO's for Sherriff's office Copy Center and Jail

******EXTERNAL EMAIL SOURCE******

This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Document #2

From: Johnson, Paula R
Sent: Wednesday, November 20, 2019 9:01 AM
To: 'Baines, Deidra B.' <Deidra.Baines@jaxsheriff.org>
Cc: Whitsell, Heather R <Heather.Whitsell@xerox.com>; Christ, Lesley A <Lesley.Christ@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Hi Deidra,
Attached I believe are all the documents you are requesting....If I'm missing anything please let me know. Also, I would like to set up a meeting with you, would you have time next week? I will get with Lesley to see what her schedule is as well.
Most Sincerely,
Paula

From: Baines, Deidra B. <Deidra.Baines@jaxsheriff.org>
Sent: Monday, November 18, 2019 4:41 PM
To: Johnson, Paula R <Paula.Johnson@xerox.com>

Cc: Whitsell, Heather R <Heather.Whitsell@xerox.com>; Christ, Lesley A <Lesley.Christ@xerox.com>
Subject: RE: Checking on the PO's for Sherriff's office Copy Center and Jail

Paula,

Do you have a copy of ITN#17-16-MH that USF posted for Copiers, Printers & Multi-Functional Printers? Also, do you have a copy of the award/contract that USF processed? I tried to get it from the USF website and I couldn't locate it.

Thanks,

Deidra Baines, #69081
Procurement Manager
Jacksonville Sheriff's Office | Budget Division
Office: 904.630.2217 | Desk: 904.630.5970| Fax: 904.630.2772
Deidra.Baines@jaxsheriff.org

Connect with us: jaxsheriff.org or on social media
The Mission of the Jacksonville Sheriff's Office: "To Serve and Protect in Partnership with Our Community"

From: Johnson, Paula R [mailto:Paula.Johnson@xerox.com]
Sent: Monday, November 18, 2019 10:45 AM
To: Baines, Deidra B.
Cc: Whitsell, Heather R; Christ, Lesley A
Subject: Checking on the PO's for Sherriff's office Copy Center and Jail
Importance: High

******EXTERNAL EMAIL SOURCE******

This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Hi Deidra,
I do hope this email finds all well with you! It has been sometime now since we meet over the new products for the Copy Center and Jail. I know for the Jail they were in need of new equipment. It is almost the end of November and I understand you were not able to write any new PO's until October. I am checking to see where we are with the process and am here to help in anyway that I can.
I'll look forward to your update!

Most Sincerely,

Paula Johnson
Major Account Manager
Saxon Business Systems
A Xerox Corporation
paula.johnson@xerox.com
904-228-3612 Cell
904-538-0400 ext.755

1st Amendment

SUBJECT: **PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN#9-13-G COPIERS, PRINTERS AND MULTI-FUNCTIONAL PRINTERS**

BID # PSC-0355-15 OPEN DATE: **12/12/2014**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: **DATE OF AWARD THROUGH DECEMBER 31, 2019**

AGENCY: **JACKSONVILLE SHERIFF'S OFFICE**

BASIS OF AWARD: **PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN #9-13-G**

NUMBER OF BIDS INVITED: **0** NUMBER RECEIVED: **0** OTHER: **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award dated 12/19/2014 between the University of South Florida and XEROX to increase award to include the Extended Service Maintenance on the copier located in the Pre-Trial Detention Facility. The extended Service Maintenance is necessary because the facility operates 24/7/365. The monthly increase will be $585.00 and the increase to the annual expenditure will be $5,265.00 (9 mos.) for a revised total not-to-exceed $102,836.16 for FY15. The increase for the entire contract period will be $35,100.00 for a revised total contract price of $685,574.40.

Funding source for this amendment to be encumbered by account SHCO011JLPT-04410; to be executed by Formal Contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Quote, Previous Award

ANALYST: KATHY NASWORTHY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **ADAM BROWN, DIRECTOR, POLICE SERVICES, JSO**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 02/12/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 2/13/15

APPROVED FH DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____ Cleveland Ferguson III, Deputy Chief Administrative Officer, For Mayor Alvin Brown, Under Authority of: Executive Order No. 2015-01

original award

SUBJECT: PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN#9-13-G COPIERS, PRINTERS AND MULTI-FUNCTIONAL PRINTERS

BID # PSC-0355-15

OPEN DATE: 12/12/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: DATE OF AWARD THROUGH DECEMBER 31, 2019

AGENCY: JACKSONVILLE SHERIFF'S OFFICE

BASIS OF AWARD: PIGGYBACK UNIVERSITY OF SOUTH FLORIDA ITN #9-13-G

NUMBER OF BIDS INVITED: 0 NUMBER RECEIVED: 0 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to piggyback ITN #9-13-G between the University of South Florida and XEROX for the lease of two (2) Nuvera 120 copiers, two (2) FFMKRC workstations and one (1) C75M2 copier with a C75EFI, for the period from date of signed award through December 31, 2019. Xerox Order Agreements WS#s U23112, P69505, and U99443, which includes the product description, agreement information, trade information, requested install date, lease amount, print charges, and maintenance plan features. Prices, and terms and conditions of this order are in accordance with those contained in the University of South Florida ITN # 9-13-G, state and local government negotiated contract 072503700. The not to exceed expenditure amount for the period is $650,474.40.

The funding sources are SHPS011SSAD-04410 in the not to exceed amount of $579,883.80, with $86,982.57 for FY15 and SHCO011JLPT-04410 in the not to exceed expenditure amount of $70,590.60, with $10,588.59 for FY15.

Formal contract to be executed through the Office of General Counsel with subsequent contract payments.

ATTACHMENTS: Recommendation Memo, ITN #9-13-G, USF Piggyback letter, Signed Agreement, Xerox Order Agreements

ANALYST KATHY NASWORTHY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: ADAM BROWN, DIRECTOR, POLICE SERVICES, JSO

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 12/18/14

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 12/19/14

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

Purchase Order 600775-20

Purchase Order	600775-20
Order Date	26-FEB-2020
Change Order	0
Change Order Date	26-FEB-2020
Revision	0
Ordered	8,862.60 USD
Requisition Number	
Solicitation Number	

All packing slips, invoices, and correspondence must reference the purchase order number

Sold To
City of Jacksonville
117 West Duval Street
JACKSONVILLE, FL 32202

Supplier
Xerox Corporation
P.O. BOX 660502
DALLAS, TX 75266

Bill To
City of Jacksonville
117 West Duval Street, Suite 375
JACKSONVILLE, FL 32202

Ship To
PWPB 501 East Bay
501 East Bay Street
JACKSONVILLE, FL 32202 US

Notes:

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21651	Net 30	Freight Prepaid	FOB Destination	Best Way

Buyer
Pearl Mitchell
E-mail: pearlm@coj.net
Phone 904-2558812

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	CTSH15000009-01 *800689690*	6,644.85				
		Promised			6,644.85	
		Requested				

Requested Date correspond to the date of arrival at the Ship-to Location.

Line Total 6,644.85

Line	Item	Price	Quantity	UOM	Ordered	Taxable
2	CTSH15000009-01 *098705512*	2,217.75				
		Promised			2,217.75	

Purchase Order 600775-20

Line	Item	Price	Quantity	UOM	Ordered	Taxable
		Requested				

Requested Date correspond to the date of arrival at the Ship-to Location.

Line Total	2,217.75
Total	8,862.60

This Order is subject to the General conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K	Approved by Gregory Pease, Chief Procurement Division

QWS3270X 2/12/2020 3:03 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/12/2020
LINK TO: ACCOUNT SUMMARY INQUIRY 3:02 PM

FISCAL MO/YEAR : 05 2020 CURRENCY CODE :
INDEX CODE : SHPS011SSAD SUPPORT ADMINISTRATIVE/FLEET MANAGEMENT
SUBOBJECT : 04410 COPIER/PRINTER LEASE & MAINT
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	FEB 2020	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	131,433.57	131,433.57
EXPENDITURES	2,755.71	23,338.72	23,338.72
ENCUMBRANCES	-2,755.71	8,644.85	8,644.85
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	99,450.00	99,450.00

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

G014 - RECORD FOUND

QWS3270X 2/12/2020 3:03 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/12/2020
LINK TO: ACCOUNT SUMMARY INQUIRY 3:03 PM

FISCAL MO/YEAR : 05 2020 CURRENCY CODE :
INDEX CODE : SHCO011JLPT JOHN GOODE PRETRIAL DETENTION FACILITY
SUBOBJECT : 04410 COPIER/PRINTER LEASE & MAINT
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	FEB 2020	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	26,003.63	26,003.63
EXPENDITURES	3,523.02	5,206.88	5,206.88
ENCUMBRANCES	-3,523.02	2,217.75	2,217.75
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	18,579.00	18,579.00

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

G014 - RECORD FOUND