

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Indian River County Board of County Commissioners

THROUGH: Jason Brown, County Administrator

FROM: Dan Russell, Information Technology Director

SUBJECT: Approval to Piggyback USF Xerox Contract

DATE: October 5, 2022

CONSENT

BACKGROUND:

The Information Systems & Telecommunications Division reached out to the vendors who have existing contracts with the State of Florida and requested informal proposals from each. Xerox was determined to be the best fit due to pricing, serviceability of the machines, and the manufacture of their products in the U.S.

As staff began working with Xerox to finalize terms, staff realized the pricing and options recommended by Xerox were not based on the State of Florida's authorized contract, which the County is eligible to piggyback directly. The Xerox representatives are recommending a contract awarded by the University of South Florida as the result of an invitation to negotiate. Because this contract was not formally solicited following the same procedures the County would use, and because the USF Board of Trustees did not make the award, which is the required equivalent of our Board making award (due to the anticipated dollar value of the contract), staff cannot approve the contract for piggybacking. Staff has reviewed pricing for the same services under other cooperative agreements that are eligible for piggybacking, and agree that the USF contract provides the best value to the County.

FUNDING

Funding requirements will vary depending upon the equipment and accessories leased by each department. The contract pricing documents are extensive and available for review in the Purchasing Division.

RECOMMENDATION

Staff requests the Board waive the requirement for bids and authorize staff to piggyback the USF master agreement with Xerox for copiers, printers, multi-functional printers, and managed print services. Staff also recommends the Board authorize the Purchasing Manager to sign any associated individual leases and documents, after review and approval by the County Attorney as to form and legal sufficiency.

ATTACHMENTS

Xerox MSA ITN 17-16-MH - duly signed 061418 - FINAL
Xerox Amendment # 1 - SignedUSF
Xerox Amendment # 2 - USFSigned

DISTRIBUTION

Kristin Daniels, Director, Office of Management and Budget

Elisa Nagy, Director, Finance
Randy King, Information Systems & Telecommunications Manager
Jennifer Hyde, Purchasing Division Manager
Department Directors