

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: November 6, 2017

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Mike Smykowski, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Approval of Mailroom Copier Lease Agreement and Amendment with U.S. Bank and Atlantic Business Solutions Maintenance Agreement

BACKGROUND:

On October 22, 2013, the Board of County Commissioners approved award of RFP 2013022 for the replacement of Copiers in the Mailroom, County Administration and BCC offices to Copytronics (now Konica Minolta). The required lease term for the machines is near its end, and the equipment utilized by the mailroom, including a high capacity black and white production machine and a color production and scanning machine, are due to be upgraded to better serve existing and projected needs.

Over the past several months, staff has met with and evaluated several manufacturers and vendors with State of Florida and other cooperative contracts, and has identified Sharp machines provided and serviced by Atlantic Business Solutions of Melbourne under a National Joint Powers Alliance (NJPA) contract to best enable the mailroom to meet the variety of production needs currently requested and also offer additional services that are now outsourced. The term of the new lease is 60 months.

While the expenditures are currently budgeted and the procurement under a valid cooperative contract, staff is requesting the Board's approval to execute the specific agreements. The County Attorney has reviewed and approved all three documents as to form and legal sufficiency.

FUNDING/BUDGET AMENDMENT:

Both lease and per page maintenance costs are paid from the Mailroom – Maintenance - Office Equipment Account (00125119-034630) in the General Fund, with the bulk of the maintenance expenses charged back to the various departments at the per page rates. The new total lease amount will increase by \$649 per year, while the per page maintenance costs will decrease significantly (\$2,544 per year, based on current utilization).

Monthly Lease	Current	Proposed	Difference
Lease	\$890.57	\$944.69	+ \$ 649.44
Per Page Rate	Current	Proposed	
Color	\$0.0500	\$0.0379	- \$0.0121
B&W Color Machine	\$0.0099	\$0.0050	- \$0.0049
B&W Production	\$0.0055	\$0.0038	- \$0.0017
Annual Comparison	Current	Proposed	Difference
Annual Maintenance	\$11,010	\$ 8,466	- \$2,544
Annual Lease	\$10,687	\$11,336	+ \$ 649

RECOMMENDATION:

Staff recommends the Board authorize the Purchasing Manager to execute the U.S. Bank lease agreement and addendum, as well as the maintenance agreement with Atlantic Business Solutions.

ATTACHMENT:

- U.S. Bank Lease Agreement
- U.S. Bank State and Local Government Addendum
- Atlantic Business Solutions Maintenance Agreement