

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 12/17/2013

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS

Amendment of Award: MA# B508471, MA Version 8, Toshiba Business Solutions USA dba Toshiba Business Solutions, to increase contract amount by \$300,000.00 Funding Source: Various Department Funds, Administering Department: Information Technology.

BACKGROUND

Subsequent to IFB # 1001216 this contract was initially awarded by the Procurement Director on 05/03/10 for an initial term of three years effective on 05/03/10 in the amount of \$102,000.00; the current contract amount is \$510,000.00 with an expiration date of 5/2/2015, no renewals. The Master Agreement provides for the lease of multi-function devices (Copy, scan, network print & fax), typically for a 5-year term and maintenance services. The initial award of contract amount was established to support approximately 30 devices.

The Information Technology Department (ITD) requested establishment of this contract to accommodate replacement versus capital purchase of County equipment providing copy, print, scan and fax functionality when appropriate and to provide maintenance services for Toshiba equipment leased/owned by Pima County. To control and potentially reduce total costs ITD is also working with Toshiba to recommend and implement a more advantageous "Cost-per-Copy" and "Right-Sizing" analysis option by June 2014 and potentially convert all leases to that option.

The total County print/copy device fleet is comprised of about 320 devices. The current contract has been expanded to support 114 replacement, and additional, devices for the Sheriff, Finance, Wastewater Reclamation, Health, Procurement, Library, Office of Emergency Management, Flood Control, Information Technology, Community Development, Human Resources, Environmental Quality & Public Fiduciary Departments.

Quarterly payments are now due and exceed the current contract available amount of approximately \$8,800. This amendment of award is required to increase the total award amount by \$300,000.00 from \$510,000.00 to \$810,000.00 to provide payment for the 114 leases and maintenance services presently supported by this contract. Should the "Cost-per-Copy" option not be successfully implemented further amendment of this contract award to increase funding will be necessary.

This action will allow ITD sufficient time to complete a market/cooperative agreements analysis for alternative strategies to optimize copier lease/purchase/maintenance costs and prepare a recommendation for BOS approval for the services prior to 06/30/14.

If this action is not approved, funds will not be allocated to the Master Agreement and departments will not be able to issue Delivery Orders which permit payment for the lease and maintenance services. Departments that own Toshiba equipment will not have available a maintenance agreement.

This contract amendment is required to continue the provision of the services and products to all Requesting Departments.

Effective Date: 05/03/2010
New Termination Date: 05/02/2015 Unchanged
Current Contract Amount: \$510,000.00
This Amendment Amount: \$300,000.00
Revised Contract Amount: \$810,000.00
Contract Officer: Nina Schatz, 724-8719; Procurement Department
Payment System: AMS

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