

**PIMA COUNTY**

INFORMATION TECHNOLOGY

**MEMORANDUM**

Date: December 3, 2018

To: Mary Jo Furphy  
Procurement DirectorFrom: Dan Hunt  
Chief Information Officer

Re: Toshiba Contract MA-PO-19000000000000000081

The chart below details the funds needed per contract year:

	Year 1	Year 2	Year 3	Year 4	Year 5	Contract Totals
Expiring Leases	\$156,790		\$462,504	\$785,789	\$349,299	\$1,754,382
Estimated New Leases	\$103,122	\$103,122	\$103,122	\$103,122	\$103,122	\$515,608
Estimated New Purchases	\$103,532	\$103,532	\$103,532	\$103,532	\$103,532	\$517,659
Estimated Maintenance	\$228,772	\$228,772	\$228,772	\$228,772	\$228,772	\$1,143,858
<b>Amount Needed Per Year</b>	<b>\$592,215</b>	<b>\$435,425</b>	<b>\$897,929</b>	<b>\$1,221,214</b>	<b>\$784,724</b>	<b>\$3,931,507</b>

The new Toshiba contract is being requested as a 5 year contract as opposed to the standard 1 year with 4 renewals. The reason for this request to assist Information Technology with managing the disparate copier equipment needs of the departments. Information Technology needs the flexibility of funds to be able to purchase irregular amounts from year to year. The county departments determine the replacement schedule of their multi-function copier equipment and this creates intervals where more will need to be spent in one year than in other years. So rather than having to continue asking for increases in the heavier years as with a 1 year with 4 renewals contract a 5 year contract will allow for greater flexibility of when the funds are spent and better equip Information Technology in their support of the county departments.

When the current Master Agreement was created we had 137 leased devices, since January 2016 we have added 135 new devices (120 leases/25 purchases). Within the next 5 years we will have 257 leases expire, we also anticipate 30 new leases or purchases per year. The attached spreadsheet details the number of devices by type anticipated for the new contract term, January 2019 through December 2024 and the amounts associated with the device cost, usage and maintenance.

RM/mk

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