



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 10/17/17

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Insight Public Sector Inc.

***Project Title/Description:**

Library Print Management System

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-18-003. This revision is for a one-time increase in the amount of \$95,000.00 for a cumulative not-to-exceed contract amount of \$301,000.00.

Administering Department: Information Technology.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, on July 10, 2017, the Procurement Director approved an award of contract for an initial term of one (1) year and an annual award amount of \$206,000.00 with four (4) renewal one-year renewal options.

The original award authorized the purchase of print management licenses and thirty (30) coin towers which were delivered as of 10/09/17. Due to an increase in demand, the Pima County Library is requesting a one-time increase to purchase an additional eighteen (18) coin towers and print licenses. It is in the best interest of the County to complete the installation of the coin-towers at once, therefore, the installation of the original thirty (30) coin towers is pending the authorization of the additional eighteen (18) units.

The original award was within the Procurement Director's authority. This amendment of award exceeds that authority and is being presented to the Board of Supervisors for award pursuant to D29.4.

PRCUID: 263328

Attachments: Department Memorandum and Master Agreement.

***Program Goals/Predicted Outcomes:**

Provide Pima County Public Libraries cost-effective, user-friendly systems that will manage public accessible computers and printers.

***Public Benefit:**

Procure stable, functional, easy-to-use accessible computers and printers for the public use.

***Metrics Available to Measure Performance:**

Department will monitor contractor's performance to assure quality of service and compliance, public satisfaction, monitor computer and print job session statistics.

***Retroactive:**

No

OCT 12 17 PM 03:02 PCLK OF BD

ACB

Procure Dept 10/12/17 PM 02:09

To: COB - 10-12-17
Addendum

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No***Is the Contract to a vendor or subrecipient?** _____Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 18-003

Amendment No.: _____ AMS Version No.: 05

Effective Date: 10/02/17 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 95,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Library District OpsFunding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____***All Funding Source(s) required:*****Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ _____ % _____***Match funding from other sources?** ☐ Yes ☐ No If Yes \$ _____ % _____***Funding Source:** _____***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Sal Servin, Commodity/Contracts Officer

Department: Procurement 10/10/17 Telephone: 520-724-9510



Department Director Signature/Date: _____ 10/12/17

Deputy County Administrator Signature/Date: _____ 10-11-17

County Administrator Signature/Date: _____ 10/11/17

(Required for Board Agenda/Addendum Items)

MEMO

DATE: September 8, 2017
TO: Mary Jo Furphy, Pima County Procurement
FROM: Michelle Simon, Deputy Director Support Services 
CC: Amber Mathewson, Library Director 
RE: **Justification: Award Increase MA-PO-18*003**

Pima County entered into a cooperative procurement agreement effective July 17, 2017 for the benefit of Pima County Public Library. This contract is for the Library Print Management System including all applicable components, licensing and professional services required for implementation. The current contract has a not to exceed (NTE) amount of \$206,000.

The Library Print Management System controls the payment function for all printing, copying, and faxing at the library with kiosks that accept cash and credit card. The Library has a current lease with Toshiba for multifunction devices to perform printing, copying, and faxing. The lease with Toshiba expires in October 2017. Toshiba presented final recommendations for a new lease on September 7, 2017. Historical information related to toner usage, requests for service, and the monthly average number of copies per machine informed the recommendations. Based on this information, the Library will lease 18 additional multifunction devices.

The decision to lease 18 additional multifunction devices requires the Library to purchase additional payment kiosks. Each unit costs (including licensing) \$4,514.38. The total cost for 18 units is \$81,258.84+tax. The current NTE does not allow for this purchase. The Library is requesting an award increase for MA-PO-18*003 of \$90,000 for the first year only. This amount compensates for the product costs, including licensing, and applicable sales tax. Subsequent contract years will be significantly less, as the kiosks themselves are a one-time purchase.



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 18000000000000000003

MA Version: 5

Page: 1 of 2

Description: Library Print Management System

I S S U E R	Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701 Issued By: SAL SERVIN Phone: 5207249510 Email: sal.servin@pima.gov
----------------------------	---

T E R M S	Initiation Date: 10-17-2017 Expiration Date: 07-16-2018 <table><tr><td>NTE Amount:</td><td>\$301,000.00</td></tr><tr><td>Used Amount:</td><td>\$190,167.31</td></tr></table>	NTE Amount:	\$301,000.00	Used Amount:	\$190,167.31
NTE Amount:	\$301,000.00				
Used Amount:	\$190,167.31				

V E N D O R	INSIGHT PUBLIC SECTOR INC 6820 S. Harl Ave Tempe AZ 7537-1072 Contact: Steve Smith Phone: 480-333-3052 Email: steve.smith@insight.com Terms: 0.00 % Days: 30
----------------------------	---

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	This revision is for a one-time increase in the amount of \$95,000.00 for a cumulative not-to-exceed contract amount of \$301,000.00.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 18000000000000000003

MA Version: 5

Page: 2 of 2

Line	Description					
1	MyPC/Easy Booking Time Management Base License					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2,193.29			
2	MyPC/Easy Booking Time Management Client License					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$17.37			
3	MyPC/Easy Booking Time Management 1st Year License					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2,938.01			
4	TBS Papercut Library Edition Base Module					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1,035.88			
5	TBS Papercut Library Edition Additional Building Licenses					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$405.09			
6	TBS Papercut Library Edition Value Loader License					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$277.78			
7	TBS Papercut Library Edition CPAD Connection Licenses					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$75.23			
8	TBS Papercut Library Edition 1st Yr License 7/25/17-7/25/18					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$94.57			
9	TBS Coin, Bill, Print/Copy Control Device with Credit Card					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4,066.32			
10	TBS Web Print Per Building License					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$453.73			
11	TBS Prof Service Installation & Training 7/25/17-8/25/17					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$490.00			
12	TBS Papercut Library Edition 1st Yr License 10/6/17-10/6/18					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$70.03			
13	TBS Prof Service Installation & Training 10/6/17-11/6/17					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$321.51			