



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: April 05, 2022

or Procurement Director Award:

\* = Mandatory, information must be provided

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

Insight Public Sector, Inc.

**\*Project Title/Description:**

Library Print Management System

**\*Purpose:**

Amendment: Master Agreement No. MA-PO-18-003, Amendment No. 08. This Amendment extends the termination date for this Master Agreement to 04/30/2023 and increases the not-to-exceed contract amount by \$50,000.00 from \$498,400.00 for a cumulative not-to-exceed contract amount of \$548,400.00. Administering Department: Library.

**\*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 in the annual award amount of \$206,000.00 with four (4) one-year renewal options.

On October 17, 2017, the Board of Supervisors approved Amendment No. 01, which was for a one-time increase of \$95,000.00 for a cumulative not-to-exceed contract amount of \$301,000.00. This increase was for additional towers and licenses to meet increased demand.

Effective July 17, 2018, the Procurement Officer processed Amendment No. 02, which extended the termination date to 07/16/2019 and added a partial annual award amount of \$35,000.00 for a cumulative not-to-exceed contract amount of \$336,000.00. Three (3) renewal options remained.

Effective July 17, 2019, the Procurement Officer processed Amendment No. 03, which extended the termination date to 07/16/2020 and added a partial annual award amount of \$35,000.00 for a cumulative not-to-exceed contract amount of \$371,000.00. Two (2) renewal options remained.

Effective August 29, 2019, the Procurement Officer processed Amendment No. 04, which added a partial remaining award amount of \$6,200.00 for a cumulative not-to-exceed contract amount of \$377,200.00.

Effective July 17, 2020, the Procurement Officer processed Amendment No. 05, which extended the termination date to 07/16/2021 and added a partial annual award amount of \$41,200.00 for a cumulative not-to-exceed contract amount of \$418,400.00. One (1) renewal option remained.

Effective December 01, 2020, the Procurement Officer processed Amendment No. 06, which added a partial remaining award amount of \$25,000.00 for a cumulative not-to-exceed contract amount of \$443,400.00.

Effective July 17, 2021, the Procurement Officer processed Amendment No. 07, which extended the termination date to 07/16/2022 and added a partial annual award amount of \$55,000.00 for a cumulative not-to-exceed contract amount of \$498,400.00. No renewal options remained.

This extension will align the contract date with the parent cooperative, maintaining a vital service for the Library until the replacement cooperative is in place.

PRCUID: 263328

Attachment: 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.

To: COB 3-11-22 (1)

Vers: 23

Pgs: 2

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

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

If Yes, 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 22-10.

Amendment / Revised Award Information

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

Amendment No.: 08 AMS Version No.: 23

Commencement Date: 07/17/2022 New Termination Date: 04/30/2023

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 50,000.00

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: Library District Ops

Funding 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): \_\_\_\_\_

Commencement 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: Troy McMaster

Digitally signed by Troy McMaster Date: 2022.03.09 12:47:44 -07'00'

Division Manager: Ana Wilber

Digitally signed by Ana Wilber Date: 2022.03.09 15:05:46 -07'00'

Department: Procurement Terri Spencer

Digitally signed by Terri Spencer Date: 2022.03.09 15:24:37 -07'00'

Telephone: 520.724.8728

Department Director Signature: Michelle Simon Digitally signed by Michelle Simon Date: 2022.03.10 10:45:41 -07'00'

Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_ Date: 11 Mar 2022

County Administrator Signature: \_\_\_\_\_ Date: 3/11/2022



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION**

Master Agreement No: 18000000000000000003

MA Version: 23

Page: 1 of 2

Description: Library Print Management System

I S S U E R	<p>Pima County Procurement Department 150 W. Congress St. 5th Fl Tucson AZ 85701</p> <p><b>Issued By:</b> TROY MCMASTER <b>Phone:</b> 5207248728 <b>Email:</b> troy.mcmaster@pima.gov</p>
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T E R M S	<p><b>Initiation Date:</b> 04-05-2022 <b>Expiration Date:</b> 04-30-2023</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>NTE Amount:</b></td> <td style="padding: 2px; text-align: right;"><b>\$548,400.00</b></td> </tr> <tr> <td style="padding: 2px;"><b>Used Amount:</b></td> <td style="padding: 2px; text-align: right;"><b>\$484,376.63</b></td> </tr> </table>	<b>NTE Amount:</b>	<b>\$548,400.00</b>	<b>Used Amount:</b>	<b>\$484,376.63</b>
<b>NTE Amount:</b>	<b>\$548,400.00</b>				
<b>Used Amount:</b>	<b>\$484,376.63</b>				

V E N D O R	<p><b>INSIGHT PUBLIC SECTOR INC</b></p> <p>6820 S. Harl Ave Tempe AZ 7537-1072</p>	<p><b>Contact:</b> Steve Smith <b>Phone:</b> 480-333-3052 <b>Email:</b> teamsmith@insight.com <b>Terms:</b> 0.00 % <b>Days:</b> 30</p>
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<p><b>Shipping Method:</b> Vendor Method</p> <p><b>Delivery Type:</b></p> <p><b>FOB:</b> FOB Dest, Freight Prepaid</p> <p><b>Modification Reason</b> This Amendment No. 08 extends the termination date for this Master Agreement to 04/30/2023 and increases the not-to-exceed contract amount by \$50,000.00 from \$498,400.00 for a cumulative not-to-exceed contract amount of \$548,400.00.</p>
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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: 23

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Line	Description					
31	TBS MyPC/Easy Booking Annual License Discount 0.0000 %	UOM EA	Unit Price \$3,046.32	Stock Code	VPN	MPN TBS-MYPC-UAS1-PCML
32	TBS Papercut Library Edition Annual License Discount 0.0000 %	UOM EA	Unit Price \$85.31	Stock Code	VPN	MPN TBS-PCUT-UAS-PCML
33	TBS Coin,Bill,Print/Copy Cntrl Device CC Mnt Discount 0.0000 %	UOM EA	Unit Price \$466.58	Stock Code	VPN	MPN TBS9900KCCUAS- PCML
34	TBS Web Print per Bldg License New EPRINTiT Discount 0.0000 %	UOM EA	Unit Price \$421.05	Stock Code	VPN	MPN TBS-WP-UAS1-PCML
35	Pima County Main Library TSB Scanez Station Discount 0.0000 %	UOM EA	Unit Price \$5,152.63	Stock Code	VPN	MPN TBS-SSSY-3070-PCML
36	Pima County Main Library TBS Current Maint. & Lic for Scanez Discount 0.0000 %	UOM EA	Unit Price \$1,047.37	Stock Code	VPN	MPN TBSSSSSY3070UA- PCML