SUBJECT: PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY - (CSPEC)

BID # ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 23 NUMBER RECEIVED: 2 OTHER: 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to change the vendor name from CopySource, Inc. dba Copytronics Information Systems to Copytronics, Inc. a Division of Konica Minolta Business Solutions for the assumption of the current contract.

Recommend approval to utilize the third and final renewal option with Copytronics, Inc. a Division of Konica Minolta Business Solutions to include proposed changes striking the per page threshold amounts; increasing the user fee from $0.10 to $0.20 for black and white copies, $0.15 to $0.25 for color copies; amend the revenue payable to the City in that the vendor will retain $4,500.00 each quarter for service and maintenance and pay the City 40% of revenue collected above this amount.

This is a revenue generating bid and there are no associated costs to the City. To be executed by contract amendment #3 to contract #9632 through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER _____ **RESPECTFULLY SUBMITTED** _____
For - **ANNETTE BURNEY** SBB **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: BARBARA A.B. GUBBIN, DIRECTOR, JACKSONVILLE PUBLIC LIBRARY

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

Memorandum

To: Gregory Pease, Chief of Procurement Division

From: Barbara A. B. Gubbin, Director, Jacksonville Public Library

Date: September 19, 2016

Re: **ESC-0490-11 – JACKSONVILLE PUBLIC LIBRARY PUBLIC COPIERS**

Jacksonville Public Library (JPL) respectfully requests to execute the third of three renewals in Bid # ESC-0490-11, attached and, amend associated contract 9632 as described below.

The amendment would extend the current period on the award and contract for one (1) additional year, from September 28, 2016 to September 28, 2017. Proposed changes to the contract are as noted on the attached mark-up; the most significant of the changes asks that the 1,620,000 black and white and 54,000 color copy threshold to establish a per copy refund to the city be replaced by;

- Copytronics will keep the first $4,500 per quarter from the proceeds of the copies made, to cover base costs of the operation
- The city will receive 40% of any funds in excess of the $4,500 threshold, above, to be paid in quarterly installments
- Copytronics will receive 60% of the proceeds above the $4,500 as described above

Attachments: Copy of current award, contract, and the agreement to execute this change from Copytronics.

If you have questions or need additional information regarding this request, please contact Mark Merritt, Deputy Director for Administration & Finance at 630-1171.

Thank you for your consideration.

CopySource INCORPORATED A KONICA MINOLTA COMPANY | KONICA MINOLTA | Copytronics INFORMATION SYSTEMS

9/12/2016

Mark Merritt
Jacksonville Public Library

Mark,

This is to inform you that Copytronics, A Division of Konica Minolta Business Solutions is willing to exercise the 3nd renewal option for the Jacksonville Public Libraries coin op copier agreement with the amenment as outlined below. This is for bid #esc-0490-11 and will cover the term of 10/1/2016-9/30/2017.

Copytronics, A Division of Konica Minolta Business Solutions will adjust the coin operated machines to $ .20 for a 8 ½ x 11 black and white copy and $ .25 for a
8 ½ x 14 or larger copy.
Copytronics, A Division of Konica Minolta Business Solutions will deduct a base amount of $4,500.00 per quarter for operation maintenance of the equipment, and then distribute 40% of all money collected above the base amount to the city. Based on histrorical usage, as outlined in our meeting, this will net the city about $6,200 per quarter on average.

I have outlined these amended terms in the amendment contract for review. Please have these inserted in the amendment contract for renewal number three set to initiate 10/1/2016.

Please also note, the legal business name for us is Copytronics, A Division of Konica Minolta Business Solutions.
Please contact me if you have any questions or concerns.

Brett Friedman
Director of Major Accounts
386-944-7571
bfriedman@copytronics.com

AMENDMENT NUMBER ~~TWO~~ TO:
CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
~~COPYSOURCE, INC. D/B/A COPYTRONICS INFORMATIONS SYSTEMS~~
(FORMERLY COPYTRONICS, INC.)
FOR
Public Use Copiers for the Jacksonville Public Library

Comment [BF1]: Number Three

Comment [BF2]: OUR LEGAL NAME: Copytronics, A Division of Konica Minolta Business Solutions

THIS SECOND AMENDMENT to Agreement (the "Second Amendment") is made and entered into in duplicate this ___ day of _____, 201 and made effective as of September 28, 201 (hereinafter the "Effective Date"), by and between the CITY OF JACKSONVILLE, FLORIDA (hereinafter sometimes the AOwner@or the ACity@), a municipal corporation in Duval County, Florida, and ~~COPYSOURCE, INC. D/B/A COPYTRONICS INFORMATIONS SYSTEMS~~, formerly known as Copytronics, Inc. (hereinafter, "Contractor"), a Florida corporation, with offices located at 2461 Rolac Rd., Jacksonville, Florida 32207.

Comment [BF3]: Third

Comment [BF4]: Third

Comment [BF5]: OUR LEGAL NAME: Copytronics, A Division of Konica Minolta Business Solutions

RECITALS:

WHEREAS, effective November 10, 2011, City and Contractor made and entered into City of Jacksonville Contract No. 9632 (hereinafter, the "Agreement"); and

WHEREAS, subsequent to entering the Agreement, Contractor was purchased, and its new legal entity name is Copysource, Inc. and it does business as Copytronics Information Systems; and **WHEREAS,** said Agreement has been amended one time previously; and

Comment [BF6]: OUR LEGAL NAME: Copytronics, A Division of Konica Minolta Business Solutions

WHEREAS, said Agreement should further amended by: (i) exercising the second of three (3), one (1) year renewal options, extending the period of service from September 29, 2015 to September 28, 2016, with one (1), one (1) year renewal periods remaining; and (ii) ~~amending the Agreement to reflect that Total commissions to be paid to the City shall be in the amount of $0.04 per page for black copies in excess of 1,620,000 pages and $0.20 per page for color copies in excess of 54,000 pages,~~ with all other provisions, terms and conditions of said Agreement remaining unchanged; now therefore

Comment [A7]: Third

Comment [A8]: 6

Comment [A9]: 7

Comment [A10]: 0

Comment [BF11]: Change to: Copytronics, A Division of Konica Minolta Business Solutions will continue to service as per original contract with the following amendment, Copysource Inc. will deduct $4,500.00 base charge from funds collected. All collections above $4,500.00 the Library will receive 40% . This will be paid to the city off actual collected amounts on a quarterly basis.

IN CONSIDERATION of the Agreement and of the mutual covenants and promises hereinafter contained, the parties agree as follows:

1. The above-stated recitals are accurate, true and correct and are incorporated herein

and made a part hereof by this reference.

2. Paragraph 5 of the Agreement is amended, in part, by exercising the second of three (3), one (1) year renewal options, extending the period of service from September 29, 2015 to September 28, 2016, with one (1), one (1) year renewal period remaining and, as amended, shall read as follows:

"5. The term of this Contract shall commence as of September 28, 2011 and shall continue in full force and effect with respect to all its provisions, terms and conditions, for an initial term of five (5) years until September 28, 2016; *provided however,* in the sole and exclusive discretion of the City, this Contract may be renewed for up to one (1) additional one (1)-year renewal period, upon terms and conditions mutually acceptable to the parties."

3. The Agreement is hereby amended ~~to reflect that the total commissions to be paid to the City shall be in the amount of $0.04 per page for black copies in excess of 1,620,000 pages and $0.20 per page for color copies in excess of 54,000 pages,~~ with all other provisions, terms and conditions of said Agreement remaining unchanged; now therefore

SAVE **AND EXCEPT** as expressly amended in this instrument, the provisions, terms and

conditions of said Agreement shall remain unchanged and shall continue in full force and effect. **[Remainder of page left intentionally blank; signatures on following page.]**

Comment [A12]: Third

Comment [A13]: 2016

Comment [A14]: 2017

Comment [A15]: (0)

Comment [A16]: And as modified by this agreement, for

Comment [A17]: 7

Comment [A18]: May not be further renewed.

Comment [BF19]: Change to: Copytronics, A Division of Konica Minolta Business Solutions will continue to service as per original contract with the following amendment, OUR LEGAL NAME: Copytronics, A Division of Konica Minolta Business Solutions
will deduct $4,500.00 base charge from funds collected. All collections above $4,500.00 the Library will receive 40% . This will be paid to the city off actual collected amounts on a quarterly basis.

SUBJECT: PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY - (CSPEC)

BID # ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 23 NUMBER RECEIVED: 2 OTHER: 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to change the vendor name from Copytronics, Inc. to Copysource, Inc. dba Copytronics Information Systems for the assumption of the current contract under the same terms and conditions and pricing.

Recommend approval to utilize the second of three (3) renewal options with Copysource, Inc.dba Copytronics Information Systems. Period of service is from September 28, 2015 through September 28, 2016. Total commissions to be paid to the City in the amount of $.04 for black copies in excess of 1,620,000 pages and $.20 for color copies in excess of 54,000 pages.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER _____ **RESPECTFULLY SUBMITTED** _____
ANNETTE BURNEY **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: BARBARA A.B. GUBBIN, DIRECTOR, JACKSONVILLE PUBLIC LIBRARY

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 08/20/15

_____ _____ OTHER _____

ACTION OF AWARDING AUTHORITY DATE 8/20/15

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

JACKSONVILLE PUBLIC LIBRARY

Jacksonville
Where Florida Begins.

MEMORANDUM

August 7, 2015

TO: Gregory Pease, Chief, Procurement Division

Through: Annette Leslie-Burney, Purchasing Analyst, Procurement Division

Mark F. Merritt

FROM: Mark F. Merritt, Deputy Director, Jacksonville Public Library

SUBJECT: **Amendment Request**
Bid # ESC-0490-11 Public Use Copiers for the Jacksonville Public Library

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Jacksonville Public Library (JPL) respectfully requests to execute the second of three renewals in Bid # ESC-0490-11, attached and, amend associated contract 9632, also attached to reflect this change.

The amendment would extend the current period on the award and contract for one (1) additional year, from September 28 2015 to September 28, 2016. No monetary or other changes are being requested.

Attachments: Copy of original award, contract, and the agreement to execute this change from Copytronics.

SUBJECT: PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY - (CSPEC)

BID # ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: LIBRARY

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 23 NUMBER RECEIVED: 2 OTHER: 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) renewal options with Copytronics Information Systems. Period of service is from September 28, 2014 through September 28, 2015. Total commissions to be paid to the City in the amount of $.04 for black copies in excess of 1,620,000 pages and $.20 for color copies in excess of 54,000 pages.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

BUYER _____ **RESPECTFULLY SUBMITTED** _____
For- **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: BARBARA A.B. GUBBIN, DIRECTOR, JACKSONVILLE PUBLIC LIBRARY

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____

DATE: 08/29/14

_____ _____ OTHER _____

ACTION OF AWARDING AUTHORITY DATE 8/29/14

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

SUBJECT: PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY - (CSPEC)

BID # ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – THREE (3) YEARS FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

FOR: **LIBRARY**

BASIS OF AWARD: **EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: **23** NUMBER RECEIVED: **2** OTHER: **2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL TO AMEND AWARD WITH COPYTRONICS, INC., DATED SEPTEMBER 28, 2011, TO CORRECT THE TERM OF THE CONTRACT TO A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD WITH THREE (3) ONE (1) YEARS RENEWAL OPTIONS

ATTACHMENTS: ADDENDUM ONE (1), PREVIOUS AWARDS

BUYER Deidra Baines
DEIDRA BAINES

RESPECTFULLY SUBMITTED
GREGORY PEASE, ACTING CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **BARRETT T. KING, DEPUTY DIRECTOR, JACKSONVILLE PUBLIC LIBRARY**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 10/13/11

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 10/18/11

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION Karen Bowling

SUBJECT: **PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY**

BID# ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract - One (1) Year from Date of Award with Three (3) One (1) Year Renewal Options

AGENCY: **LIBRARY**

BASIS OF AWARD: **Evaluation Criteria**

NUMBER OF BIDS INVITED 23 NUMBER RECEIVED 2 OTHER 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to award Copytronics, Inc., as a result of negotiations for Public Copiers for the Jacksonville Public Library for a period of one (1) year from date of award with three (3) one (1) year renewal options with commissions for $.04 for black copies in excess of 1,620,000 pages and $.20 for color copies in excess of 54,000 pages.

Attachments: Recommendation Memo, Scope of Award, Previous Award

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED: Michael Clapsaddle
MICHAEL CLAPSADDLE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Barrett T. King, Deputy Director, Jacksonville Public Library**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 09/08/11

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 9-29-11

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Deputy Chief Administrative Officer
For Mayor Alvin Brown
Under Authority of
Executive Order No. 2011-06

FORM GB-123, Revised 12/2007

SUBJECT: **PUBLIC COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY**

BID# ESC-0490-11 OPEN DATE: **7/13/2011**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:

Service Contract - One (1) Year from Date of Award with Three (3) One (1) Year Renewal Options

AGENCY: **LIBRARY**

BASIS OF AWARD: **Evaluation Criteria**

NUMBER OF BIDS INVITED **23** NUMBER RECEIVED **2** OTHER **2**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to enter into negotiations with the number one ranked firm, Copytronics, Inc., to provide public copier service for the Jacksonville Public Library. The results of the negotiations will be documented and presented to the CSPEC committee for approval.

Attachments: Recommendation Memo, Evaluation Criteria, Evaluation Matrix Form

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED:
MICHAEL CLAPSADDLE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Barrett T. King, Deputy Director, Jacksonville Public Library**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 08/18/11

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: Aug. 30, 2011

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2011-08
[illegible]2/2007