SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15 **OPEN DATE:** 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award dated 10/18/18 with Xerox Corporation to revise the total contract expenditure from $5,500,000.00 to $5,552,250.00, to include the single source award, SS-0403-18, which was incorporated into contract #8734-10 on 2/6/2018 and renewed on 11/19/2018 for the total amount of $52,250.00.

To be executed by contract amendment (#8734-10) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Single Source Award; Previous Awards

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **GREG PEASE, CHIEF OF PROCUREMENT**

(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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

TO: Gregory Pease, Chief, Procurement Division

FROM: Dustin Freeman, Manager of Purchasing Services

DATE: November 21, 2018

SUBJECT: ESC-0433-15 Enterprise Print Solution – Amend Award

The Procurement Division requests approval to amend the award dated 10/18/18 with Xerox Corporation to revise the total contract expenditure from $5,500,000.00 to $5,552,250.00, to include the single source award, SS-0403-18, which was incorporated into contract #8734-10 on 2/6/2018 and renewed on 11/19/2018 for the total amount of $52,250.00.

Thank you for your assistance and consideration in this matter.

ADMINISTRATIVE AWARD
BID No.: SS-0403-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval to amend single source award dated 2/6/18 with Xerox Corporation, to reduce the expenditure from $26,125.00 to $23,750.00 to align with the ten month service period.

Recommend approval to utilize the first (1) of three (3) renewal options with Xerox Corporation for copy services for the Jacksonville Public Library. The period of service will be from December 23, 2018 through December 22, 2019, with two (2) one (1) year renewal options remaining. The requested annual expenditure for this period not-to-exceed $28,500.00 or $2,375.00/month. The total revised single source award expenditure not-to-exceed $52,250.00, and a total revised contract expenditure not-to-exceed $5,552,250.00.

FUNDING SOURCE: AFPS521PUCCC-03437, to be executed by Formal Contract amendment (#8734-10) through Office of General Counsel.

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
Exempt under 126.206 Single Source, Non-competitive purchases.

RECOMMEND AWARD TO: Xerox Corporation

CONCURRENCE BY: Greg Pease, Chief, Procurement Division

PRICE: $52,250.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst
11/10/18
Date

Manager of Purchasing Services
18 Nov 2018
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division **Date** 11/19/18

ADMINISTRATIVE AWARD
BID No.: SS-0403-18

DESCRIPTION OF GOODS/SERVICES:
Recommend approval of Single Source Award to Xerox Corporation, for twenty-five Xerox devices with card readers to provide copy services for the Jacksonville Public Library, in accordance with contract #8734-10. Period of service will be from contract execution through December 22, 2018, with three (3) one (1) year renewal options. Total requested expenditure not to exceed $26,125.00 or $2,375.00/month.

FUNDING SOURCE: AFPS521PUCCC-03437, to be executed by Formal Contract through Office of General Counsel

FOR AGENCY/DEPARTMENT: Procurement Division

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
Exempt under 126.206 Single Source, Non-competitive purchases.

RECOMMEND AWARD TO: Xerox Corporation

CONCURRENCE BY: Michael Weinstein, Director of Finance

PRICE: $26,125.00 or $2,375.00/month **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst
2/5/18
Date

Assistant Manager of Purchasing Services
2.5.18
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division Date 2/6/18

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT/DIVISION): Procurement

FUNDING SOURCE: TBD

BRIEF DESCRIPTION OF GOODS/SERVICES:
25 replacement Xerox Print/Scan/Copy Devices with card readers to provide copy service for Jacksonville Public Library patrons.

AMOUNT OF PROJECT (attach quote): See attached PRC which includes monthly fee quote of $2,375.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED(ATTACH QUOTE/PROPOSAL):
25 Public use Print/Scan/Copy Devices located in 21 Branches of the Jacksonville Public Libraries. Devices will have card readers, allowing debit/credit cards to be charged for services.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
Due to the timing to remove and replace existing copy devices, the complexity of the card readers that are required, and service required to maintain the devices it is in the City's best interest to procure this service from existing print solution supplier, Xerox. The current Xerox contract pricing is based on total impressions. The Library will benefit from a cost standpoint by utilizing the per impression pricing outlined in ESC-0433-15 for 25 public use devices.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

During the previous solicitation process Copytronix was the only respondent. They are the existing equipment supplier and have requested that another vendor be sourced.

Submitted by: Chelsey Fleming Purchasing Analyst

Date: 1/25/18

1/17/2018

Requesting Agency's Director's Signature:

Fleming, Chelsey

From: McCain, James
Sent: Tuesday, November 6, 2018 10:57 AM
To: Fleming, Chelsey; Dwyer-Frazee, Ivy
Cc: Freeman, Dustin; Nunziato, Christine
Subject: RE: Legal Request to Amend Contract #8734-10

Followup. Sorry, I do have single source award for $26,125.00. Mea culpa. I think we can solve the problem by getting a new award for $5,526,125.00 and proceeding with a second amendment explaining that the additional amount was inadvertently left out of Amendment 1 though approved by Award SS-0403-18.

Jim

From: Fleming, Chelsey
Sent: Monday, November 05, 2018 2:56 PM
To: Dwyer-Frazee, Ivy; McCain, James
Cc: Freeman, Dustin; Nunziato, Christine
Subject: RE: Legal Request to Amend Contract #8734-10

Good afternoon all,

Can you provide any update on this contract amendment and how we should correct it in order to move forward?

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net

From: Fleming, Chelsey
Sent: Wednesday, October 24, 2018 10:14 AM
To: Dwyer-Frazee, Ivy <IDFrazee@coj.net>; McCain, James <JMcCain@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>
Subject: RE: Legal Request to Amend Contract #8734-10

Ivy,

Thank you for calling me and pointing out the error from Amendment 1, my question now is how do we go about fixing the contract maximum to reflect what it should have been in amendment 1 and the new renewal total? I realize the

total on my recent award is now incorrect too but before I amend the award I want to make sure I get all the necessary changes covered. I have attached amendment 1. Below is a breakdown of the totals

Initial contract 8734-10 which is correct = $1,300,000 annually, $3,900,000 total
Amendment 1 shows remaining at = $1,300,000 contract total
Amendment 1 should have been = $3,900,000 plus the single source amount of $26,125, for a new contract total of $3,926,125
New renewal amendment = $1,600,000, for a new contract total of $5,526,125

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net

CITY OF JACKSONVILLE

From: Fleming, Chelsey
Sent: Wednesday, October 24, 2018 9:46 AM
To: Dwyer-Frazee, Ivy <IDFrazee@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>
Subject: Legal Request to Amend Contract #8734-10

Good morning Ivy,

Attached is the legal request form, contract encumbrance sheet and procurement award to amend/renew our contract with Xerox (#8734-10). If you need anything additional please let me know, or if you would prefer I sent this inter-office just let me know.

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net

CITY OF JACKSONVILLE

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15 **OPEN DATE:** 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three, one year renewal options with Xerox for the City of Jacksonville's enterprise print solution. The period of service will be from December 23, 2018 through December 22, 2019. The total requested expenditure for this period not-to-exceed $1,600,000.00, for a revised total contract expenditure not-to-exceed $5,500,000.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437 and executed by contract amendment (#8734-10) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Vendor Letter; Previous Awards

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/18/18

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 10/18/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Xerox Corporation in the amount of $537,976.00 for additional funding needed for services through December 22, 2018. The total revised contract expenditure not-to-exceed $3,900,000.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437.

ATTACHMENTS: Recommendation Memo; Vendor Email; Previous Awards

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

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

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 6/07/18

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 6/07/18

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award with Xerox Corporation in the amount of $822,024.00 to fund the second of three years, for Enterprise print solution services through December 22, 2018. Total revised expenditure not-to-exceed $2,122,024.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437, to be executed by formal contract (6734-10) amendment through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Awards

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

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

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 12-08-16

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 12/10/16

APPROVED ✓

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mamou
Chief Administrative Officer
For Mayor Ron Gray
Under Authority of
Executive Order No. 2013-05

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award for equipment implementation from April 10, 2016 through date of award.

Recommend approval of award to amend the current contract 8734-10, dated December 23, 2016 with Xerox Corporation to extend the original equipment implementation period of 120 days as stated in CSPEC ESC-0433-15. The period of service is April 11, 2016 thru September 30, 2016. The current contract expenditure not-to-exceed $1,300,000.00 will remain unchanged, to be executed by contract amendment #1 thru the Office of the General Counsel.

Funding for this award to be encumbered by account AFPS521PUCCC-03437 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Award

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF OF PROCUREMENT

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

MEMBERS APPROVING 4 MEMBERS DISAPPROVING ____ DATE: 4/28/16

OTHER: ____

ACTION OF AWARDING AUTHORITY

DATE 4/28/16

APPROVED ✓

DISAPPROVED ____

OTHER ____

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

SIGNATURE OF AUTHENTICATION

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC-0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: To the Highest Scoring Bidder Based On the Evaluation Criteria

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on July 30, 2015 to enter into negotiations with Xerox Corporation for the Enterprise Print Solution. Negotiations commenced on August 24, 2015, concluding on September 25, 2015. Recommend approval of award to Xerox Corporation as the highest scoring bidder based on the evaluation criteria to provide scenario four (4) for the City of Jacksonville's Enterprise Print Solution. Period of service is three (3) years from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $1,300,000.00.

Funding for this award to be encumbered by account OPPR521CC-03437 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services;Previous Award

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief of Procurement

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10-15-15

OTHER: ____

ACTION OF AWARDING AUTHORITY

DATE 10/15/15

APPROVED ✓

DISAPPROVED ____

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

OTHER ____

SIGNATURE OF AUTHENTICATION

SUBJECT: Enterprise Print Solution (CSPEC)

BID #: ESC--0433-15

OPEN DATE: 07/08/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

AGENCY: Procurement Division

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (5) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to enter into negotiations with the highest ranked firm, Xerox Corporation to develop contract terms to formally procure services for Enterprise Print Solution for the City of Jacksonville. The results of the negotiations will be documented and brought back before the CSPEC Committee for approval.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services

ANALYST: KATHY NASWORTHY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief of Procurement

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 07/30/15

OTHER ____

ACTION OF AWARDING AUTHORITY DATE 7/30/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

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

SIGNATURE OF AUTHENTICATION