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 extend the award with Copytronics, a division of Konica Minolta Business Solutions USA, Inc., on a month to month basis pending the finalization and execution of the City's Xerox contract, which will include public copying for library customers. The user fee will remain $.20 for black and white and $.25 for larger black and white copies. Konica Minolta will receive $4,500.00/quarter with 40% of any excess funds to be paid to the City.

This is a revenue generating bid with no associated cost to the City. To be executed by formal contract amendment through the Office of General Counsel (Contract #9632).

Attachments: Recommendation Memo, Vendor Letter, Contract Amendment and Previous Awards

BUYER _____
ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Mark Merritt, Deputy Director, Jacksonville Public Library

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(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 Mark F. Merritt

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

Date: September 26, 2017

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

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

The amendment would change the current and last period on the award from 28 September 2017 to a month – month basis, pending the finalization and execution of the proposed amendment to the Xerox City contract as it pertains to encapsulating the public copying needs of the customers at the Jacksonville Public Library. The Jacksonville Public Library would then execute the 30 out clause of this contract to complete the services.

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

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.

KONICA MINOLTA

To: Mark Merritt
Deputy Director
Jacksonville Public Library

From: Scott Hes
Branch Manager

Subject: Month to Month Extension
Contract # 9632

Date: September 25th, 2017

Mark
Konica Minolta will extend the terms and conditions of the Third Amendment to Contract # 9632 on a month to month basis effective September 30, 2017. Should the Jacksonville Library want to cancel the contract they must notify Konica Minolta in writing 30 days prior to picking up the copiers from each library.

Sincerely

Scott Hes

Konica Minolta Business Solutions U.S.A., Inc.
9143 Philips Highway, Suite 190, Jacksonville, FL 32256

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 USA, Inc. for the assumption of the current contract by merger.

Recommend approval to utilize the third and final renewal option with Copytronics, Inc. a Division of Konica Minolta Business Solutions USA, Inc. 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 larger black and white 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** 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 Ø DATE: 9-22-16
Mark F. Merritt _____ OTHER _____
Teresa R. Eilhauer _____
_____ _____
_____ _____
_____

ACTION OF AWARDING AUTHORITY DATE 9/22/16

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: 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

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: 08/28/14

_____ _____ 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 _____

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

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

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
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. 2011-05 2/2007

9632
Amd 3

THIRD AMENDMENT TO CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
COPYTRONICS, A DIVISION OF KONICA MINOLTA
BUSINESS SOLUTIONS U.S.A., INC. (FORMERLY COPYSOURCE, INC.),
FOR
PUBLIC USE COPIERS FOR THE JACKSONVILLE PUBLIC LIBRARY

THIS THIRD AMENDMENT to Agreement is made and entered into in duplicate this 28 day of Oct, 2016, by and between the CITY OF JACKSONVILLE, FLORIDA, a municipal corporation in Duval County, Florida, for and on behalf of the Jacksonville Public Library (hereinafter the ACity@), and COPYTRONICS, A DIVISION OF KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC., formerly known as Copysource, Inc., a foreign profit corporation with offices located at 3729 Philips Highway, Jacksonville, Florida 32207 (hereinafter "Contractor").

RECITALS:

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

WHEREAS, subsequent to entering the Agreement, Copytronics, Inc. was purchased, and its new legal entity name became Copysource, Inc., doing business as Copytronics Information Systems; and

WHEREAS, Copysource, Inc., d/b/a/ Copytronics Information Systems, was subsequently acquired by Konica Minolta Business Solutions U.S.A., Inc.; and

WHEREAS, said Agreement has been amended twice time previously; and

WHEREAS, said Agreement should amended further by: (i) recognizing Contractor's new legal name and providing for the substitution of Copytronics, a Division of Konica Minolta Business Solutions U.S.A., Inc., for Copysource, Inc. as a party to said Agreement; (ii) establishing a new calculation for determining the amount of commissions to be paid to City; and, (iii) exercising the third of three (3) one (1) year renewal options so as to extend the period of service from September 29, 2016 to September 28, 2017, with no renewal periods remaining, and with all other provisions, terms, and conditions of said Agreement remaining unchanged; now therefore

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. Copysource, Inc. was acquired by Konica Minolta Business Solutions U.S.A., Inc. and now has the legal name "Copytronics, a Division of Konica Minolta Business Solutions U.S.A., Inc." (hereinafter "Copytronics"). Accordingly, Copytronics shall take the place of Copysource, Inc. in said Agreement and in all amendments thereto. Copytronics shall be responsible and liable for all the work, requirements, duties, liabilities, and obligations of Copysource, Inc. pursuant to said Agreement and all amendments thereto, and Copytronics shall be entitled to all rights of Copysource, Inc. pursuant to said Agreement and all amendments thereto.

3. Paragraph 3 of said Agreement is amended by establishing a new calculation for determining the amount of commissions to be paid to the City, and as amended shall read as follows:

> "3. City does not guarantee any work or any quantities to Contractor under this Contract. The parties agree that City's financial obligation under this Contract is ZERO AND 00/000 DOLLARS ($0.00). The parties further agree that Contractor will be compensated with fees charged for copies made by public users. The user fee shall be $0.20 for black and white copies and $0.25 for larger black and white copies. Copytronics will keep the first $4,500.00 per quarter from the proceeds of the copies made to cover base costs of the operation. City will receive forty percent (40%) of any funds in excess of the $4,500.00 threshold, to be paid in quarterly installments, and Copytronics shall retain sixty percent (60%) of the proceeds above the $4,500.00 threshold. Since there is no financial obligation of City, there is no need to encumber funds for this Contract."

4. Paragraph 5 of said Agreement is amended by exercising the third of three (3) one (1) year renewal options so as to extend the period of service from September 29, 2016, to September 28, 2017, with no renewal periods remaining, and as amended shall read as follows:

> "5. The term of this Contract shall commence as of September 29, 2011 and shall

continue in full force and effect with respect to all its provisions, terms and conditions, for the term of six (6) years until September 28, 2017."

SAVE AND EXCEPT as expressly amended in this instrument, the provisions, terms, and conditions of said Agreement, as previously amended, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract, in duplicate, the day and year first above written.

ATTEST:

By _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By _____
Lenny Curry, Mayor

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

In compliance with the Ordinance Code of the City of Jacksonville, I do certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

_____
Director of Administration and Finance

AMD 3 9632

Form Approved:

_____
Office of General Counsel

WITNESS:

_____
Signature

Courtney Ryfa
Type/Print Name

Administrative Assistant
Title

COPYTRONICS, A DIVISION OF KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.

_____
Signature

Scott Schwebke
Type/Print Name

AVP
Title

G:\Gov't Operations\JMCain\Jacksonville Library (4600)\Amendments\Copytronics.#3.K9632 PublicUseCopiersLibrary.101016.doc