



**AGENDA ITEM REPORT**

**DATE:** February 6, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Leases of Multi-Function Printers/Copiers Countywide

**I. MOTION REQUESTED**

- A) Approve Piggyback No. PB180097LAV Copiers to utilize pricing on the Lee County Sheriff's Office Contract No. 2017-01 for leasing multi-function printers/copiers countywide from JM Todd, Inc. on an as needed basis as approved in the departments' annual adopted budgets.
- B) Authorize use of the contract through its expiration date of November 26, 2022 and any renewals approved by the Sheriff's Office.

**II. ITEM SUMMARY**

Approve Piggyback No. PB180097LAV Copiers to utilize pricing on the Lee County Sheriff's Office Contract for leasing multi-function printers/copiers countywide from JM Todd, Inc. on an as needed basis. Authorizes use of the contract through its expiration date of November 26, 2022 and any renewals approved by the Sheriff's Office. Total annual expenditures for these products and services during Fiscal Year 2016-2017 were approximately \$450,000.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
Multi-function printers/copiers are used countywide and are specifically required for departments to print, copy, and scan materials. The County's previous contract with JM Todd, Inc. for these products and services expired on December 1, 2017. Procurement Management reviewed the Lee County Sheriff's Office contract, which went through the agency's competitive bidding process, and determined that it is eligible to piggyback. The term of the contract is five years and may be renewed for an additional three-year period.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">LCSO Bid Package</a>	1/17/2018	Backup Material
<a href="#">LCSO Contract</a>	1/17/2018	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	1/19/2018 - 11:26 AM
Budget Services	Henkel, Anne	Approved	1/19/2018 - 3:06 PM
Budget Services	Winton, Peter	Approved	1/22/2018 - 9:41 AM
County Attorney	Fraser, Andrea R.	Approved	1/22/2018 - 11:39 AM
County Manager	Brady, Christine	Approved	1/25/2018 - 10:31 AM