

AGENDA ITEM REPORT

DATE: August 5, 2025
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Approve Annual Piggyback Contract for Multi-Function Printers/Copiers Countywide

I. MOTION REQUESTED

- A. Approve Piggyback No. PB250284CFC to utilize pricing on Sourcewell Contract No. 112124-RCH for the purchase and leasing of Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services from JM Todd, Inc. on an as-needed basis, through the contract expiration date of December 31, 2028, and any renewals or extensions approved by Sourcewell, as approved in the departments' annual adopted budgets.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contract, for up to three additional one-year extensions, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves leasing multi-function printers/copiers countywide from JM Todd, Inc. using the competitively solicited Sourcewell contract. Total annual expenditures for these products and services during FY 2023-2024 were approximately \$151,816.00. A market analysis showed that leasing under this contract represents savings from 2.74% to 61.44% depending on the product. Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Sourcewell solicited proposals for their Request for Proposal #112124 for Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services on November 21, 2024. After completing the competitive solicitation process, a contract was awarded to multiple vendors including Ricoh USA, Inc. The Agreement provides the option of cooperative purchasing through their authorized dealer, JM Todd, Inc., authorizing Lee County to piggyback the contract for purchases needed countywide.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See Comments below.
Included in the Current Budget?:	Yes
Fund:	Various funds
Comments:	Expenditures will be on an as-needed basis as approved in departments' budgets.

Is this a revenue or expense item? Expense
Is this Discretionary or Mandatory? Discretionary
Will this item impact future budgets?
Program:
Project:
Account Strings:
Fund Type?

V. RECOMMENDATION

Approve

ATTACHMENTS:

PB250284CFC Vendor Signed Proposed PB Agreement, PB250284CFC Sourcewell Contract 112124, PB250284CFC Piggyback Summary Form, PB250284CFC Market Analysis, PB250284CFC 2025 JM Todd Price Sheet

REVIEWERS:

Angela Lamontagne, Procurement
Mary Tucker, Procurement
Anne Henkel, Budget Services
Robert Holborn, County Attorney
Peter Winton, County Manager

Created/Initiated - 7/23/2025
Approved - 7/24/2025
Approved - 7/25/2025
Approved - 7/29/2025
Final Approval - 7/29/2025