

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20081416

1. ACTION REQUESTED/PURPOSE:

Hear Bid Protest and consider award of Formal Quotation No. Q-080397 The Annual Lease & Purchase of Copier Machines, to the low quoter meeting specifications, J.M. Todd at the prices as listed on the attached Lee County Tabulation Sheet; and authorize the Board Chairman on behalf of the BOCC to execute and sign the accompanying contracts. It is also requested that Options A thru G be awarded to J.M. Todd. The initial term of this quote is five years; also request authority to renew the quote for five additional one-year periods, at the same terms and conditions if in the best interest of Lee County; and to exercise the price escalator clause as per the specifications on an as-needed basis. The estimated annual County-wide expenditure for the lease and purchase of copier machines is anticipated to be approximately \$1,000,000.

2. FUNDING SOURCE:

Funding will be available from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

3. WHAT ACTION ACCOMPLISHES:

Upholds the Dispute Committee's recommendation.

4. MANAGEMENT RECOMMENDATION: Approve as stated; upholding the Dispute Committee's recommendation (please see background); and proceed with the award to J.M. Todd.

5. Departmental Category: AP1

6. Meeting Date: 12/2/2008

7. Agenda:

Appeals

8. Requirement/Purpose: (specify)

- ☐ Statute
☐ Ordinance
☒ Admin Code AC-4-1
☐ Other

9. Request Initiated

Commissioner:

Department: PURCHASING

Division: No Divisions

By: Janet Sheehan

10. Background:

On August 5, 2008, the Division of Purchasing received sealed quotations (Step One – Qualifications and Step Two – Pricing) for the annual Lease & Purchase of Copier Machines. On that date, 10 responses were received; of which two were no bids. Following a Step One protest hearing on 9/23/08, Step Two – Pricing was opened. On 9/30/08, Step Two Notice of Intent letters were sent to quoters. The Initial Notice of Intent to File a Bid Protest was received from IKON Office Solutions on 10/2/08; the Formal Written Protest on 10/10/08; and the Protest Hearing was held on 10/20/08 (Dispute Committee members were: Holly Schwartz, Barbara Manzo and John Ebling). The Board will hear presentations from the disputing quoters, and may then decide to:

1. Uphold the recommendation of the Dispute Committee;
2. Overturn the recommendation of the Dispute Committee and uphold the protest;
3. Reject the quotes and re-quote the project, if the Board finds that there are sufficient ambiguities in the original quotation.

Please see attachments:

- (1) Tabulation Sheet 3) J.M. Todd's Quote 5) IKON's Quote
 (2) Specifications 4) IKON's Notice/Formal Written Protest 6) Timeline/Meeting Synopsis

11. Required Review:

<i>Janet Sheehan</i>	<i>Diana Khan</i>	<i>David Harris</i>	<i>Gregory Hagen</i>	<i>Mike Figueroa</i>	<i>Dinah Lewis</i>
PURCHASING	Purchasing	Budget Analyst	County Attorney	Risk	Budget Services
<i>Holly Schwartz</i>					
County Manager					

12. Commission Action: