



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.15.

11/15/2022

Subject:

Approval, Re: Award Procurement for the Lease of Multi-Functional Copiers (RFP-7-22-07)

Fiscal Impact:

Our current multi-functional vendor (Dex Imaging) has offered the County a 3-year lease and maintenance of the County's current for \$307,432 a year or \$922,296 for 3 years. This is a savings of \$76,660 annually or \$229,980 over the 3-year period from the County's current lease with Dex Imaging. This is also saving from the Selection Committee's highest-ranked Company, Dex Imaging, for a 5-year lease and maintenance of new multi-functional copiers of \$192,820 annually or \$578,460 for 3 years.

Dept/Office:

Central Services/Purchasing Services

Requested Action:

It is requested that the Board of County Commissioners approve the following:

- (1) Accept the recommendation of the Selection Committee for the Request for Proposal (RFP-7-22-07) to award the procurement to Dex Imaging; and
- (2) Accept the recommendation of the Selection Committee to lease and maintenance of the County's current multi-functional copiers for a 3-year with Dex Imaging; and
- (3) Authorize the County Manager to execute the lease agreement with Dex Imaging upon approval from the County Attorney's Office, Risk Management, and Purchasing Services.

Summary Explanation and Background:

The County currently has a 5-year lease for multi-functional copiers with Dex Imaging. The equipment lease includes the maintenance and supplies such as paper and toner. The lease agreement ends in March 2023, although there is an option for an extension of an additional year. In anticipation of the long lead time to explore the County's option for purchasing or continuing with a long-term lease, on August 3, 2021, the Board of County Commissioners (Board) granted permission for Purchasing Services to solicit proposals for the purchase or the lease for Multi-Functional Copiers.

The following Selection Committee was appointed to review the Request for Proposal (RFP-7-22-07) to either purchase or enter into a 5-year lease of multi-functional copiers for the County:

- Jim Liesenfelt, Assistant County Manager
- Jill Hayes, Budget Director
- Peter Cranis, Tourism Development Office Director
- Jeff McKnight, Information Technology Director
- Kathleen Prothman, Finance Director, County Finance

In response to the Request for Proposal (RFP-7-22-07) the County received responses from 5 vendors on April 27, 2022. The Selection Committee met on May 23, 2022, to discuss proposals the County received and to hear presentations from all the vendors that submitted proposals. Each proposal was ranked by the following criteria (1) Contractor Profile and Experience, (2) Organization Structure and Support Staff, (3) Technical Response to Service included (4) Price for leasing option and a price sheet for buying options, (5) References, and (6) Executive Summary. The Selection Committee ranked each vendor based on the criteria established as follows:

1. With the 5-year lease option with a 5-year maintenance plan, the Selection Committee ranked Dex Imaging the highest-ranked Company of the five proposals with an annual lease and maintenance of \$500,252.
2. The purchase option with a 5-year maintenance plan, the Selection Committee ranked Dex Imaging the highest ranked Company of the five proposals received with a purchase price for the multi-functional copiers of \$1,454,045 with an annual maintenance cost of \$170,981.

On August 3, 2022, during the Selection Committee's meeting to discuss which proposal to recommend to the Board, the Selection Committee received a verbal offer from Dex Imaging to provide a 3-year lease and maintenance of the County's current multi-functional copiers at a lower lease rate than the County's is currently paying. The Selection Committee discussed the 5 Proposals and a verbal offer from Dex Imaging to consider a 3-year lease with the County's multi-functional copiers and requested more information from Dex Imaging on their offer to lease the County's current multi-functional copiers for 3 years. The Selection Committee received a written offer from Dex Imaging for a 3-year lease along with maintenance and reviewed the number of years that service and parts would be available for the County's current multi-functional copiers. The Selection Committee determined there is a minimum of 3 years of service life remaining on the County's current multi-functional copiers. Leasing the County's multi-functional copiers would also be less disruption in County departments/offices by retaining the current copiers. Dex Imaging has offered a 3-year lease as follows:

3. A 3-year lease and maintenance of the County's current multi-functional copiers for \$307,432 annually. The County's current annual lease payment and maintenance is \$384,092. This is a savings of \$76,660 annually from what the County is currently paying for our multi-functional copiers.

On October 21, 2022, the Selection Committee met to review and discuss the proposal from Dex Imaging for the 3-year lease on exiting multi-functional copiers and voted unanimously to recommend entering into a 3-year lease and maintenance agreement for the County's current multi-functional copiers.

Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

November 16, 2022

MEMORANDUM

TO: Katherine Wall, Purchasing Services Director

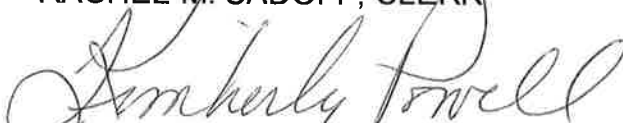
RE: Item F.15., Award Procurement for the Lease of Multi-Functional Copiers (RFP-7-22-07)

The Board of County Commissioners, in regular session on November 15, 2022, accepted the recommendation of the Selection Committee for the Request for Proposal (RFP-7-22-07) to award the procurement to Dex Imaging; accepted the recommendation of the Selection Committee to lease and for the maintenance of the County's current multi-functional copiers for three (3) years with Dex Imaging; and authorized the County Manager to execute the Lease Agreement with Dex Imaging upon approval from the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

cc: Contracts Administration
County Attorney
Risk Management
Finance
Budget