DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☑ OTR  ☐ Sole Source  ☐ Bid Waiver  ☑ Emergency
☐ Re-Bid  ☐ Other
Previous Contract/Project No. BW7123-3/07-3
Requisition No./Project No.: RQCR1200011 TERM OF CONTRACT 4 MONTHS WITH 0 YEAR(S) OTR
Requisition/Project Title: Copier Leases

Description: Emergency contract to allow Miami-Dade Corrections & Rehabilitation Department to continue to pay the leases currently in place on a month to month basis for copiers in use throughout the Correction & Rehabilitation Department.

Issuing Department: ISD  Contact Person: Ruth Laureano  Phone: (305) 375-5765
Estimate Cost: $57,203.00
Funding Source: GENERAL  FEDERAL  Proprietary

ANALYSIS

<table>
<thead>
<tr>
<th>Commodity Codes: 985-26</th>
</tr>
</thead>
</table>

Contract/Project History of previous purchases three (3) years
Check here ☑ if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Toshiba and Ikon</td>
<td>Toshiba and Ikon</td>
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</table>

<table>
<thead>
<tr>
<th>Small Business Enterprise:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contract Value:</th>
</tr>
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<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

Comments:  

Continued on another page (s):  ☐ YES  ☐ NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

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<tr>
<th>Basis of recommendation:</th>
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</table>

Signed:  

Date sent to SBD:  

Date returned to DPM:  

Revised April 2005
NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)

▶ REQUISITION #: R4CR12900011  P.O. #:  BCC DATE: ⎯

▶ ACQUISITION DATE (Date Order Is Placed): ⎯

▶ TITLE: Emergency Purchase Order for Leased Copiers

▶ DESCRIPTION: To pay for 32 ongoing leased multifunction copiers under contract BW7123 pending replacement with new contract 9301. Contract 9301 was approved by BCC on 02.07.2012.

▶ PURPOSE: Multifunction devices are a necessity to MDCR daily operation. They provide copy, scan, fax, and print to the units they serve.

<table>
<thead>
<tr>
<th>Department(s):</th>
<th>Allocation(s):</th>
</tr>
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<tbody>
<tr>
<td>* CR</td>
<td>$57,203.00</td>
</tr>
<tr>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

▶ TERM OF CONTRACT:

- [ ] One [ ] Two [ ] Three [ ] Four [ ] Five ▶ Year(s)
- ▶ Month(s)
- [ ] Contract Period From ___ to ___
- [ ] Upon Completion ▶ From ___ to ___
- [ ] Upon Delivery ▶ ___ Days A.R.O. (after Receipt of Order)

Special Conditions:

- [ ] Insurance Type
- [ ] Performance/Payment Bond
- [ ] Certificate of Competency
- [ ] Living Wage Applies

SBE Measures:

- [ ] None
- [ ] Set Aside [ ] SBE ▶ Micro Enterprise
- [ ] Bid Preference [ ] SBE ▶ Micro Enterprise
- [ ] Goal [ ] SBE ▶ Micro Enterprise

Review Committee Date: ⎯

Item #: ⎯

▶ Number of Price Quotation(s) Requested: ___ Received: ___

Awarded To Low Bidder: ▶ [ ] YES [ ] NO, if “NO”, provide explanation in the Comments section.

Vendor: Toshiba Business Solutions (USA)

Vendor:___

Vendor:___

Contract Value: $57,203.00

Did Local Preference affect the outcome of the Award? [ ] YES [ ] NO, if “YES”, provide detailed explanation in the “Comments” section

UAP Included: [ ] YES [ ] NO ▶ Will CITF Funds be used? [ ] YES [ ] NO
SECTION #3
EMERGENCY PURCHASES

- Will Federal Funds be used? □ YES □ NO
- If UAP is not included, Attach written approval to waive UAP and provide an explanation in the “Comments” section

Justification and Comments:

Miami-Dade Corrections & Rehabilitation Department (MDCR) is requesting an emergency 4 month contract be issued to Toshiba Business Solutions, Inc for the continuation of the leases currently in place on a month-to-month basis for 32 copiers in use throughout the department. These leases were entered into at different times throughout the last four years using County contract BW7123-3907. Contract BW7123-3907 has now run out of funds to allocate to Departments to continue with lease payments and ISD has advised that no additional funds can be added to the contract. The County has recently awarded a new all inclusive Multi-Functional Device Contract (9301-02/0) which was approved by BCC on 02.07.12. MDCR will replace all existing copiers with new leases. Until this is completed we must continue to pay the monthly lease payments in order to avoid having the equipment picked up by the vendor. This emergency request is to cover an estimated 4 months starting February 1, 2012. Four months is an estimate of the time required to send out solicitations, award the copiers, and start the replacements.

Background/Need to Know: Equipments have been pending the approval of new replacement contract to start the lease replacement process.

Potential Issues: MDCR daily operation will be jeopardized if equipment are removed without a replacement. Equipment provide copy, scan, fax, and print to the units they serve.

Signature(s):

Mohammad Haq
Contact Person
786-263-5914
Telephone

Mary Bell Gavara, Deputy Director

Department of Procurement Management Use Only

Signatures(s):

Procurement Agent
Date

Procurement Supervisor
Date

Procurement Manager
Date

Division Director
Date

Section #3 Emergency Purchases 1-27-05
2 of 3
SECTION #3
EMERGENCY PURCHASES

Vendor Assistance Section Date

Attach: 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).
<table>
<thead>
<tr>
<th>EXPIRATION DATE</th>
<th>LEASE TERM</th>
<th>LEASE X4 MONTHS</th>
<th>ESTIMATED OBERVAGE</th>
<th>LEASE/MO</th>
<th>TOTAL AMOUNT</th>
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<tbody>
<tr>
<td>07/29/10</td>
<td>Lease (2 yrs)</td>
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<td>$973.48</td>
<td>$973.48</td>
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<td>Lease (2 yrs)</td>
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<td>$973.48</td>
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<td>$2,910.44</td>
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**MDCR COPIER REPORT**
<table>
<thead>
<tr>
<th>EXPIRATION DATE</th>
<th>COPIER MODEL #</th>
<th>SERIAL #</th>
<th>ID#</th>
<th>LEASE TERM</th>
<th>LEASE/X.4 MONTHS</th>
<th>ESTIMATED OVERAGE</th>
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