DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New Contract ☐ OTR ☐ Sole Source ☐ Bid Waiver **X Emergency**

Previous Contract/Project No. **BW7123-3/07-3**

☐ Re-Bid ☐ Other

LIVING WAGE APPLIES: ☐ YES **X NO**

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

	GENERAL	FEDERAL	OTHER
Funding Source:			Proprietary

ANALYSIS

Commodity Codes: 985-26

Contract/Project History of previous purchases three (3) years

Check here ☐ if this is a new contract/purchase with no previous history.

	EXISTING	2ND YEAR	3RD YEAR
Contractor:		Toshiba and Ikon	Toshiba and Ikon
Small Business Enterprise:			
Contract Value:	$	$8,709,809.05	$16,212,387.05

Comments:

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

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed:

Date sent to SBD:

Date returned to DPM:

Revised April 2005

RECEIVED
DEPT. BUSINESS DEV.
2012 FEB 29 PM 1:11

MIAMI-DADE COUNTY

SECTION #3
EMERGENCY PURCHASES

NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)

▶ REQUISITION #: RQCR1200011 **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.

▶**Department(s):**	▶**Allocation(s):**
*CR	$57,203.00
*	$

▶ **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		**Review Committee Date:** _____, **Item #:** _____
	☐ Set Aside	☐ SBE ☐ Micro Enterprise	
	☐ Bid Preference	☐ SBE ☐ Micro Enterprise	
	☐ Goal	☐ SBE ☐ Micro Enterprise	

▶ **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: _____	**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 CITT 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 BW7123-3/07. Contract BW7123-3/07 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 (9301-0/20) 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 jeopardize is equipments are removed without a replacement. Equipment provide copy, scan, fax, and print to the units they serve.

▶ **Signature(s):**

Mohammad Haq — 02.20.12
Contact Person — Date

786-263-5914
Telephone

[signature] — 2/28/2012
Marydell Guevara, Deputy Director — Date

Department of Procurement Management Use Only

Signatures(s):

Procurement Agent — Date

Procurement Supervisor — Date

Procurement Manager — Date

Division Director — Date

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).

MDCR COPIER REPORT

EXPIRATION DATE	COPIER MODEL #	SERIAL #	ID#	LEASE TERM	LEASE/MO	LEASE X 4 MONTHS	ESTIMATED OVERAGE	TOTAL AMOUNT
07/28/10	E-STUDIO 202L	CQF826212	74234	Lease (2 yrs)	$243.37	$973.48	$0.00	$973.48
08/27/10	E-STUDIO 202L	CQG826472	74286	Lease (2 yrs)	$243.37	$973.48	$0.00	$973.48
08/27/10	E-STUDIO 202L	CQG826494	74285	Lease (2 yrs)	$216.95	$867.80	$0.00	$867.80
08/27/10	E-STUDIO 353	CGG858077	74287	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
08/29/10	E-STUDIO 353	CGA849216	74649	Lease (2 yrs)	$417.58	$1,670.32	$0.00	$1,670.32
09/15/10	E-STUDIO 353	CGG858813	74436	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
09/30/10	E-STUDIO 353	CGH861088	74526	Lease (2 yrs)	$328.05	$1,312.20	$0.00	$1,312.20
09/30/10	E-STUDIO 353	CGH861094	74933	Lease (2 yrs)	$470.09	$1,880.36	$0.00	$1,880.36
09/30/10	E-STUDIO 353	CGH860274	74932	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/01/10	E-STUDIO 203L	CQG826469	74449	Lease (2 yrs)	$243.37	$973.48	$300.00	$1,273.48
10/02/10	E-STUDIO 353	CGH860102	74525	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/12/10	E-STUDIO 202	CRH872322	74993	Lease (2 yrs)	$243.37	$973.48	$0.00	$973.48
10/16/10	E-STUDIO 353	CGH860121	74536	Lease (2 yrs)	$328.05	$1,312.20	$0.00	$1,312.20
10/21/10	E-STUDIO 353	CGH860200	75325	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/22/10	E-STUDIO 353	CGH860203	75326	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/23/10	E-STUDIO 353	CGH860197	75413	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/24/10	E-STUDIO 353	CGH861128	74551	Lease (2 yrs)	$417.58	$1,670.32	$800.00	$2,470.32
10/24/10	E-STUDIO 233	CRH872329	74683	Lease (2 yrs)	$218.77	$875.08	$0.00	$875.08
10/29/10	E-STUDIO 203L	CQH827408	75357	Lease (2 yrs)	$206.96	$827.84	$200.00	$1,027.84
10/29/10	ESTUDIO 353	CGH860376	74690	Lease (2 yrs)	$457.57	$1,830.28	$0.00	$1,830.28
10/29/10	E-STUDIO 233	CRH874308	75434	Lease (2 yrs)	$243.37	$973.48	$0.00	$973.48
11/18/10	E-STUDIO 233	CRH873580	75651	Lease (2 yrs)	$243.37	$973.48	$300.00	$1,273.48
11/25/10	E-STUDIO 202	CQJ827671	76031	Lease (2 yrs)	$243.37	$973.48	$300.00	$1,273.48
11/29/10	E-STUDIO 720	CRI717251	71289	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00
11/29/10	E-STUDIO 720	CRA715244	71287	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00
12/01/10	E-STUDIO 720A	CRB715700	68600	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00
12/10/10	ESTUDIO 353	CGJ864122	76105	Lease (2 yrs)	$417.58	$1,670.32	$0.00	$1,670.32
02/27/11	E-STUDIO 720	CRJ614315	66543	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00
06/01/11	E-STUDIO 720	CRD818621	73400	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00

MDCR COPIER REPORT

EXPIRATION DATE	COPIER MODEL #	SERIAL #	ID#	LEASE TERM	LEASE/MO	LEASE X 4 MONTHS	ESTIMATED OVERAGE	TOTAL AMOUNT
06/30/11	E-STUDIO 723	CRL717649	73942	Lease (3 yrs)	$659.00	$2,636.00	$0.00	$2,636.00
09/03/11	E-STUDIO 723T	CRH819308	63171	Lease (3 yrs)	$687.00	$2,748.00	$0.00	$2,748.00
09/25/11	E-STUDIO 723T	CRC818549	74918	Lease (3 yrs)	$659.00	$2,636.00	$0.00	$2,636.00
								$57,203.04