

## EXECUTIVE SUMMARY

### **Piggyback Recommendation of \$500,000 or Greater 58-048E – Lexmark Printers, Software, and Technical Support**

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This request is for the Piggyback of the State of Florida's Multifunction Products Contract 600-000-11-1. This Piggyback will allow schools and departments to maintain and purchase Lexmark printers and supplies.

This recommendation is to approve the Piggyback agreement starting September 7, 2017 through August 3, 2018, with a spending authority of \$710,000. The budget will come from various school and department operating budgets.

#### **Financial Impact**

Average monthly expenditure (A)	\$ 64,000
Contract tenure in months (B)	10
Estimated Spend (A * B)	\$640,000
Additional Buffer of ten (10) percent	<u>\$ 64,000</u>
Total	\$704,000 ( <b>Rounded to \$700,000</b> )

#### **Procurement Method**

The Information & Technology Department released a Request for Proposal for managed print services that will provide equipment that meets the District's needs, as well as guarantee and secure optimal pricing for output devices. Procurement & Warehousing Services is currently conducting negotiations, and once the awarded vendor is board approved, the implementation process will begin. The first phase will address administrative offices, and eventually, implementation will be completed at school sites. During the implementation and over the next year, schools and departments will still need the ability to purchase parts and supplies for existing printing devices as well as any additional printers. The piggyback contract is being utilized to procure items during the transition.

The previous solicitation Bid 55-046E was awarded on October 22, 2014 through August 3, 2017, with an approved spending authority of \$2,600,000.