



PROCUREMENT MANAGEMENT DIVISION

Requesting Department: Information Technology
Primary Contact Name: Gil Sosa
Primary Contact E-mail: gil.sosa@citynmb.com
Secondary Contact Name: Maria Perez
Secondary Contact E-mail: maria.perez@citynmb.com
Department Phone: 305-948-2975
Department Fax: _____

Company Name: Xerox Corporation
Contact Name: Adam Lazarus
Company Address: P.O. Box 660502
Dallas, TX
Company Phone: 305-996-9098 OR 800-822-2200
Company Fax: _____
Company E-mail: adam.lazarus@xerox.com
Vendor Registration #: 475800 Req # 604,608,610 & 611

Piggyback Contract Details

- 1. Contract Title: Copiers, Printers & Multi-Functional Printers - ITN # 17-16-MH
a. Awarding Agency University of South Florida b. Solicitation # ITN # 17-16-MH
c. Solicitation included? Yes Awarded Letter included? Yes Proposal/Quote from Company included? Yes
- 2. Description of the Scope of Service of This Contract: New Copiers/Printers for NMB Locations
- 3. Total Value of Contract: \$ 22,128.15
- 4. Account Number(s): FY 21 410900-533540 FY _____

Contract Verification Information

- 5. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product / service? Yes No
- 6. Would this purchase(s) result in the potential of future purchases for related products/ services being restricted to a particular vendor or create a specific vendor as sole source provider for the related items? Yes No
- 7. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase? Yes No
If yes, please attach a draft maintenance plan which includes cost estimates and funding sources(s).

Required Documents Checklist

- Contract Explanation Memo Solicitation Award Letter Proposal/Quote
- Renewal Letter Risk Manager Approved Insurance Certificate Vendor Registration Form

Grant Information (only applicable if grant related purchase)

- 11. Provide details (expiration dates, special requirements, etc). _____
- 12. Will this require matching funds? Yes No
- 13. Grant source? _____ Grant (dollar) amount? _____
- 14. Complete an advanced search of the vendor recommended for award on the federal governments system for Award Management at www.sam.gov. Attach a copy of the results.

Approved

Date

Felicia Bellamy

12/9/2020

Form Prepared By:

Dept. Head:

HR Director:
(Employee/ Risk Only)

IT Manager:
(Technology Only)

Finance Director:

Chief Procurement Officer:
(Purchases/Contract up to \$25,000.00)

City Manager:
(Purchases/Contracts up to \$50,000.00)

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12/10/20

12/10/2020

Purchases/Contracts exceeding \$50,000.00 will be placed on the next Commission Agenda pending Procurement review

3-4.3 Use of Other Governmental Entities' Contracts

Subject to the spending limitations in Section 3-3.14 and upon a determination that the supplies, materials, equipment or contractual services needed by the City are comparable to solicitation procedures substantially equivalent to the requirements of the North Miami Beach Purchasing Code, the Purchasing Agent may procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with the State of Florida, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof; provided, however, that this section shall apply only if (i) the supplies, materials, equipment or contractual services are the subject of a price schedule negotiated by the State of Florida or the United States government, or (ii) the supplies, materials, equipment or contractual services are the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.



PROCUREMENT EXPLANATION MEMO

PROCUREMENT MANAGEMENT DIVISION

TO: Esmond K. Scott
City Manager

VIA: Donna Rockfeld, CPPB
Chief Procurement Officer

FROM: Gil Sosa
Name
Information Technology
Title/Department

DATE: 12/9/2020

RE: Copier/Printers for Norwood, PSA, OPS and Waste Water

Fiscal Amount not to Exceed: \$ 22,128.15

Vendor # 475800

Purpose (How does it align with City NMB Strategic Plan?):

High Performing City Organization:

By being able to print invoices and reports for customers, the City can better serve it's residents.

Background:

Since Jacobs will be removing their Xerox copiers and the City has determined that it cannot take over the existing leases.

Recommendation:

Our recommendation is to proceed as soon as possible with a purchase order to have the units installed.

Fiscal Impact / Account Number(s):

| | |
|------------------------|------------------------|
| 010800-534440 & 534460 | 410900-533440 & 533460 |
| 010850-519410 & 519460 | 450910-535440 & 535460 |

Contact Person(s):

Gil Sosa 305-948-2975 Maria Perez 305-948-2975



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[Handwritten signature: Dave Lopez]

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Title/Department

DATE: 12/9/2020

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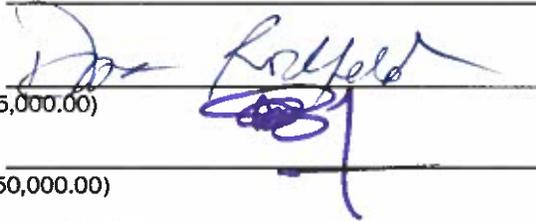
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FROM: Gil Sosa
Name
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DATE: 12/9/2020

RE: Copier/Printers for Norwood, PSA, OPS and Waste Water

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Contact Person(s):

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PIGGYBACK/COOPERATIVE PURCHASE REQUEST FORM

Req 611

PROCUREMENT MANAGEMENT DIVISION

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