

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: June 26, 2017 AGENDA ITEM NUMBER: 12

**SUBJECT: RESOLUTION AWARDING A CONTRACT FOR THE LEASE, USE,
AND SUPPORT OF MULTIFUNCTION COPIERS
(MANAGEMENT INFORMATION SERVICES DEPARTMENT AND
CITY/COUNTY PURCHASING DEPARTMENT)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

Forsyth County has the need to replace 116 multifunction copiers. After due advertisement, proposals were received May 3, 2017, for the lease, use, and support of 116 multifunction copiers.

The Request for Proposals (RFP) required pricing for leasing, use, and support coverage for an initial five (5) year term with the opportunity to extend the coverage for three (3) additional one-year terms. A summary of the proposals received are as follows:

Kelly Office Solutions	\$1,154,206.28
Toshiba	\$1,163,765.03
Toshiba - Print as a Service	\$1,257,379.10
Konica Minolta	\$1,279,888.47
Konica Minolta - Print as a Service	\$1,299,328.47
Ricoh - Traditional	\$1,438,240.47
Ricoh - Unlimited	\$1,461,996.60
Deans	\$1,672,527.31
Piedmont Digital	\$2,144,167.50
Prodigy	\$2,224,687.50
Systel	Pricing Missing

After the receipt of proposals, County Staff determined that the proposal submitted by Systel failed to meet all the County's specifications, and is considered non-responsive.

**RESOLUTION AWARDING A CONTRACT FOR THE LEASE, USE, AND SUPPORT
OF MULTIFUNCTION COPIERS
(MANAGEMENT INFORMATION SERVICES DEPARTMENT AND CITY/COUNTY
PURCHASING DEPARTMENT)**

WHEREAS, after due advertisement, proposals were received and publicly opened by the City/County Purchasing Department at 12:00 p.m. on May 3, 2017, to replace 116 multifunction copiers and the following proposals were received:

Kelly Office Solutions	\$1,154,206.28
Toshiba	\$1,163,765.03
Toshiba - Print as a Service	\$1,257,379.10
Konica Minolta	\$1,279,888.47
Konica Minolta - Print as a Service	\$1,299,328.47
Ricoh - Traditional	\$1,438,240.47
Ricoh - Unlimited	\$1,461,996.60
Deans	\$1,672,527.31
Piedmont Digital	\$2,144,167.50
Prodigy	\$2,224,687.50
Systemel	Pricing Missing

; and

WHEREAS, proposal submitted by Systemel failed to meet all the County's specifications, and is considered nonresponsive; and

WHEREAS, the remaining proposals were analyzed, scored, and ranked by County Staff based upon factors included in the Request for Proposals (RFP); and

WHEREAS, it is the recommendation of the County Manager, the Chief Technology Officer, and the Purchasing Director that a contract be awarded to Kelly Office Solutions, the lowest responsible, responsive proposer meeting the County's specifications to replace the current fleet of 116 multifunction copiers in the amount of \$1,154,206.28, which includes five (5) years of equipment lease, usage, and support services, plus the option to extend the contract three (3) additional one-year terms, if the County and vendor agree and provided that funds are

made available for this purpose; and

WHEREAS, the County Chief Financial Officer has determined that sufficient funds are available to cover the cost of this contract.

NOW, THEREFORE, BE IT RESOLVED by the Forsyth County Board of Commissioners that a contract for the lease, use, and support of 116 multifunction copiers is hereby awarded to Kelly Office Solutions, the lowest responsible, responsive proposer meeting the County's specifications in the amount of \$1,154,206.28, which includes five (5) years of equipment lease, usage, and support services, plus the option to extend the contract three (3) additional one-year terms, if the County and vendor agree and provided that funds are made available for this purpose, and all other proposals are hereby rejected.

BE IT FURTHER RESOLVED that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract to lease, use, and support 116 multifunction copiers in the amount of \$1,154,206.28, as identified herein with Kelly Office Solutions, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 26th day of June 2017.