



Town of Miami Lakes Memorandum

To: Honorable Mayor & Councilmembers

From: Edward Pidermann, Town Manager

Subject: Managed Print Solutions and Additional Technology Related Products– As Needed

Date: June 16, 2020

Recommendation:

It is recommended that the Town Council authorize the Town Manager to piggyback the Region 4 Education Service Center (ESC) contract R171405 with Toshiba America Business Solutions, Inc. (“Toshiba”) in accordance with Section 7 of the Town’s Procurement Ordinance 17-203 for managed print solutions and additional technology related products on an as-needed basis in an amount not to exceed budgeted funds.

Background:

In February 2020, the Town piggybacked Contract R171405 solely for the lease of copiers. Since then, additional needs have arisen for products that are also available under this contract. After reevaluation, it is in the Town’s best interest to piggyback the entire contract for services such as conference room solutions, virtual meeting software, and other types of products such as printers which the Town may need from time to time.

Aside from saving on administrative costs associated with preparing a solicitation, utilizing cooperative purchasing contracts is one of the most time and cost-efficient means for procuring resources with limited competition and relatively small project requirements. The low pricing available on these contracts is due to the significantly greater volumes of requirements that larger entities can leverage to take advantage of economies of scale. Through these contracts, the Town has access to pricing it would not otherwise be able to obtain through the formal competitive bidding process.

After researching the options available to the Town, Procurement recommends piggybacking the entire Region 4 Education Service Center (ESC) contract R171405 with Toshiba America Business Solutions, Inc., which is active until October 2022, under Section of Ordinance 17-203, as it will satisfy our needs effectively, while minimizing administrative costs associated with issuing a separate solicitation.