



TO: Isha Taylor-Salmon, Purchasing Agent
Purchasing Division
FROM: Keith A. Wolf, Information Systems Administrator
Enterprise Technology Services
SUBJECT: Solicitation No.: A2114041B1
Copiers, Cost-Per-Copier

Recommended Vendor: Toshiba Business Solutions
Recommended Group(s)/Line Item(s): Groups 1- 6
Initial Award Amount: \$3,491,274.35
Initial Contract Term: Five Years

CONCURRENCE:

The agency has reviewed Vendor's response(s) for specification compliance and Vendor responsibility. I
 have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

FINANCIAL BACKGROUND/D & B REPORT: (check one)

I am satisfied with the Vendor's financial background and/or rating and payment performance.
 Not applicable Provide explanation if choosing this option

LITIGATION HISTORY: (check one)

I have reviewed the Litigation History Form and there is no issue of concern.
 Refer to additional information from the Office of the County Attorney to address an issue/concern.

PAST PERFORMANCE: (check all that apply)

I have reviewed the Vendor's past Performance Evaluations in Contracts Central and:

- Vendor received an overall rating ≥ 2.59 on all evaluations.
- No evaluations within the past three years contained any items rated a score of 2 or less.
- Vendor received a rating ≤ 2.59 on an evaluation(s). Refer to additional information.
- Vendor received a score of ≤ 2 on an individual item(s). Refer to additional information.
- Past evaluations are not relevant to the scope of this contract.
- No past Performance Evaluations exist in Contracts Central.

AND

Reference Verification Forms are attached.

OR

Reference Verification Forms are not required: Commodity only purchase (less than \$250,000); Service less than \$50,000 and the Vendor has a Performance Evaluation within the past three years.

NON-CONCURRENCE:

I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: Keith A. Wolf TITLE: Information Systems Administrator
(Individual authorized to administer the contract.)

SIGNATURE:  KEITH WOLF
2017.07.13 09:34:48 -04'00' DATE: July 13, 2017



Vendor Reference Verification Form

Broward County Solicitation No. and Title: A2114041B1, Copiers, Cost-Per-Copy
 Reference for: (Name of Firm) Toshiba Business Solutions
 Organization/Firm Name providing reference: City of Fort Lauderdale
 Contact Name/Title: Donna Perez, Administrative Assistant
 Contact E-mail: dperez@fortlauderdale.gov
 Contact Phone: 954-828-5133
 Name of Referenced Project: Copiers, Cost-per-copy
 Contract No. Same as the State of Florida
 Contract Amount: \$400,000.00 / year
 Date Services Provided: Prior to 2007 to present
 (list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Contract # 600-000-11-1
Multi-function copier/printers, scanners, toners, maintenance, etc. Cost per copy machines.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
Toshiba is a pleasure to work with. Excellent response. She works with additional vendors who are not as responsive.

References Checked By
 Name: Wendi Cooper Title: Administrative Specialist
 Division/Department: Enterprise Technology Services Date of Verification: July 12, 2017



Vendor Reference Verification Form

Broward County Solicitation No. and Title: A2114041B1, Copiers, Cost-Per-Copy
 Reference for: (Name of Firm) Toshiba Business Solutions
 Organization/Firm Name providing reference: City of Sunrise
 Contact Name/Title: Laurie Gagner, IT Director
 Contact E-mail: lgagner@sunrisefl.gov
 Contact Phone: 954-746-3663
 Name of Referenced Project: Copiers, Cost-per-copy
 Contract No. 822266-504C
 Contract Amount: \$
 Date Services Provided: 2013 to present
 (list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

**Copiers & Printers
and Managed Print Services (Printer support)**

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
 The Managed Print Services portion of the contract is really starting to pay off. Toshiba provides toner and printer/copier maintenance.
 Cost per copy .011 color may be more.

References Checked By
 Name: Wendi Cooper Title: Administrative Specialist
 Division/Department: Enterprise Technology Services Date of Verification: July 12, 2017



Vendor Reference Verification Form

Broward County Solicitation No. and Title: A2114041B1, Copiers, Cost-Per-Copy
 Reference for: (Name of Firm) Toshiba Business Solutions
 Organization/Firm Name providing reference: City of Tamarac
 Contact Name/Title: Keith Glatz, Purchasing and Contracts Manager
 Contact E-mail: keith.glatz@tamarac.org
 Contact Phone: 954-597-3567
 Name of Referenced Project: Copiers, Cost-per-copy
 Contract No. Same as ours
 Contract Amount: \$60,000 per year
 Date Services Provided: Ongoing since prior to 2003
 (list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Lease copiers/printers.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
 The city does 3 year leases then replaces them when the period is out. Usually when they do a replacement the price goes down. Very responsive, if they have a problem Toshiba responds quickly.

References Checked By
 Name: Wendi Cooper Title: Administrative Specialist
 Division/Department: Enterprise Technology Services Date of Verification: July 12, 2017