



MEETING OF: June 14, 2016

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TITLE: Approval to Modify Contract Dates - Request for Proposals (RFP) 15-48-19 Office Machine Cost per Copy

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ITEM #: 13

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Information:

Study:

Action: X

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PURPOSE:

Approval to modify the contract dates for RFP 15-48-19 - Office Machine Cost per Copy because of delayed implementation.

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DESCRIPTION AND JUSTIFICATION:

Request for Proposals (RFP) 15-48-19 for Office Machine Cost per Copy Services was originally approved by the Governing Board in March of 2015. The language in the original Board Approval states that the contract is good for a time not to exceed five (5) years. The first term of this contract was intended to be upon award - March 2015 to June of 2015 with four (4) renewal options through June of 2019.

Because of multiple District implementations that were in progress (iVisions ERP, TimeClocks Plus, etc.) the Office Machine Cost per Copy project was delayed. Implementation has recently started on this contract with the contracted vendor, Toshiba, starting the first round of copier installations in May of 2016.

Because of the delay in implementation, Purchasing has determined that the dates of the contract should change from what was originally stated in the Board approval in March of 2015. The revised contract dates should be May of 2016 to December 31, 2016 for the initial term with the possibility of four (4) annual renewals, for a total contract period not to exceed five (5) years. The original contract number of 15-48-19 would be changed to 16-81-C20 to reflect the proposed modified term of the contract.

The modification of the contract length to reflect the actual implementation of the Office Machine Cost per Copy Project is in accordance with Arizona Administrative Code R7-2-1093 - Multi-term Contracts and has been determined to be in the best interests of the District.

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the procurement process.

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BOARD POLICY CONSIDERATIONS:

Governing Board Policy DJ - Purchasing Procedures

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

\_\_\_\_\_  
Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:


_____	District Budget
_____	State/Federal Funds
_____	Other _____
<u>Budget Cost</u>	<u>Budget Code</u>
N/A	

Budget Certification (for use by Office of Financial Services only):  
  
Date \_\_\_\_\_  
I certify that funds for this expenditure in the amount of \$ are available and may be:  
Authorized from current year budget  
Authorized with School Board approval  
Code:    Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing		6/1/2016
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
 <a href="#">Proposed Determinaiton for Contract Date Modification</a>

TUCSON UNIFIED SCHOOL DISTRICT	BOARD AGENDA ITEM CONTINUATION SHEET
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