

# CITY OF TARPON SPRINGS, FL

Purchasing Department

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## MEMORANDUM

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**TO:** Honorable Mayor and Board of Commissioners  
**THRU:** Jay Jackus, CPPO, CPPB, Procurement Services Director  
**FROM:** Rhonda Simmons, CPM, CPPO, CPPB, Procurement Analyst    
**DATE:** 8/15/17  
**SUBJECT:** Award File No. 170165-C-RS, Managed Print Solutions Through National Intergovernmental Purchasing Alliance (National IPA) Contract No. R5242.

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### RECOMMENDATION:

Award File No. 170165-C-RS, Managed Print Solutions, to HP, Inc. through National IPA Contract R5242, through September 30, 2022 in an estimated annual amount of \$35,000.00. Purchase orders will only be issued against approved budgets.

### BACKGROUND:

The purpose of this contract is to provide desk-top, multifunction printers to various City Departments. This contract will also provide maintenance and service coverage as well as toner at no additional cost, therefore, reducing overall operating cost. This contract will provide a savings over the previous managed print contract.

On March 7, 2013, The Cooperative Purchasing Network, who subsequently merged with National Intergovernmental Purchasing Alliance, awarded the contract. The contract was renewed on September 3, 2015 and November 7, 2016. All National IPA contracts have been awarded by virtue of a public competitive process and are made available to local governments.

**FUNDING:** Funds will be identified as printers are needed.

Accepted by: \_\_\_\_\_  
City Manager

Attest: \_\_\_\_\_  
City Clerk