



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Memorandum

---

**File #:** Item # 2019-13, **Version:** 1

---

## MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager

**Date:** January 16, 2019

**Re:** Copier Lease, Services and Supplies

---

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE SELECTION OF KONICA MINOLTA BUSINESS SOLUTIONS USA, INC. FOR THE LEASE OF LARGE CAPACITY COPIERS AND RELATED SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

On October 21, 2015, the Town Council adopted Resolution No. 15-73, authorizing the Town Manager to negotiate and execute an agreement with Konica Minolta Business Solutions USA, Inc. for the lease of large capacity copiers and related services and supplies based on competitive bids obtained by the State of Florida (Contract No. 600-000-11-1).

The Town's leased copier agreement is up for renewal in Fiscal Year 2018-19 (FY 2018-19). Funding for the proposed copier lease is included in each Department's FY 2018-19 Operating Budget. Town Staff has found it prudent and in the best interest of the Town to utilize the contract of the State of Florida to renew the leased copier agreement with Konica Minolta Business Solutions USA, Inc. (Contract No. 600-000-11-1).

Pursuant to Section 24-67 of the Town Code and under the Town's purchasing guidelines, the Town is not required to conduct a separate competitive bid process, allowing for a purchase to be made under a State purchasing contract, or a contract of another municipal or governmental entity, if said contract was awarded pursuant to a competitive bid process and based on clearly defined specifications.

### RECOMMENDATION

Town staff recommends that the attached resolution be adopted, approving the selection of Konica Minolta Business USA Inc. for the lease of large capacity copiers, services and supplies based on State of Florida Contract No. 600-000-11-1.