

Santa Fe County
Purchasing Process Request Form

Date Submitted:	4-29-2016	Requesting User Agency:	Corrections
Name & Phone of Contact Person:	Sean DiPalma / (505) 428-3893 <i>Kenny 992-6745</i>		
Contract Tracking #/Buyer (Purchasing)	<i>2016-0379-CORR/KQ</i>	BCC Approval? (Y/N) (include BCC Meeting date)	

AGENCY REQUEST: (RFP, IFB, Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency needs and the scope of work. Describe what you are attempting to purchase, obtain or accomplish. Attach additional sheets if necessary.

The Corrections Department is requesting to Lease 11 Sharp Multi-Function Copy/Print machines. The machines will be located at the Adult Detention Facility and Youth Development Program in the Administration, Booking and Medical areas. These machines will be replacing older Xerox equipment for which the lease will be expiring. The machines will be used daily by staff to complete daily print and copy needs.

PURCHASING STATUS:

Sending to Legal for review + approval 4/1

FINANCIAL / BUDGETARY INFORMATION: (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable.)

The total cost of the equipment is \$112,741.50. For a Lease period of 48 months at a factor of 0.02349 (in accordance with NM State Price Agreement 50-000-15-00067), the monthly lease payment is \$2,784.02, or \$33,408.12 annually, inclusive of GRT. Based upon historical usage, the Service and Supplies/Maintenance Agreement expenses for all 11 machines are expected to average \$20,000 per year inclusive of GRT. The total budget requested for copy/print machine leases and usage for FY17 is \$58,240.

LEGAL FORM: (identify any known liabilities and/or risks to the County. Is this a new contract or an amendment or change of a previously submitted procurement or contract?)

*4-2-16 RAG approved as to form.
Put to Purchasing*

FINANCE DIRECTOR APPROVAL: (sign and date)

Carolee H. Juarez 6/6/16

LEGAL APPROVAL: (sign and date)

BCC MEETING DATE

COUNTY MANAGER APPROVAL: (sign and date)

Katherine Donnell

ATTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC caption and memorandum, etc.)

Master Lease Agreement

Approved for use by New Mexico State Agencies and Local Public Bodies

Exhibit A to Master Lease Agreement

Master Lease Agreement Number: 50-000-15-00067

Schedule Number: 067

State and Local Government Master Lease Purchase Agreement SCHEDULE

Sharp Electronics ("Lessor") and Santa Fe County Corrections Department (Lessee") are parties to the State and Local Public

Bodies Agreement Identified by the Master Lease Agreement Number specified above (the Master Lease Agreement). This Schedule (which shall be Identified by the Schedule Number specified above) and the Master Lease Agreement comprise a separate Lease between the parties. The terms and conditions of the Master Lease Agreement are hereby incorporated by reference into this Schedule. All capitalized terms used in this schedule without definition have the meaning ascribed to them in the Master Agreement. As with the Master Lease Agreement, Lessor and Lessee agree that any Lease entered into under the provisions of the Schedule is a "True Lease" with an option to purchase equipment at fair market value, and is not an installment or financing lease agreement.

1. Lease. 5/15/2016-4/14/2020

A. Description of Items of Lease Equipment: Total Cost: 112,741.50

1-Sharp MX-5141, 2 Sharp MX-365's, 3 - MX- 7040's and 5- Sharp MX-565's

B. Term: 48 Months (plus the number of days from and including the Acceptance Date through and including the last day of the calendar month or quarter in which the Acceptance Date occurs).

2. Rent. 2,784.02

3. Pricing Expiration Date: Lessor's obligation to purchase and lease the Equipment is subject to the Acceptance Date being on or before pricing Expiration Date.

4. Equipment Location: 28 Camino Justicia, Santa Fe, NM 87508 and 4250 Airport Rd. Santa Fe, NM 87507

5. Seller: Southwest Copy Systems through Sharp Electronics

6. Additional Provisions: Cost Per Copy Monthly Maintenance

7. Fiscal Period: (Annual) 2016

Lessor agrees to Lease and Lessee agrees from Lessor the Equipment described in Section 1.A above. Such Lease will be covered by the Master Lease Agreement and this Schedule including important additional terms and conditions set forth above, if any. In the event of any conflict between the terms and conditions of this Schedule and the Master Lease Agreement, the terms of the Master Lease Agreement shall govern.

Master Lease Agreement

Lessor: Lessee:

LESSOR: Sharp Electronics

BY (Name and Title): Brucio Stone
COSA Sales Rep

DATE: 4/25/16

LESSEE Katherine Miller for Santa Fe County

BY (Name and Title): Katherine Miller, County Manager DATE: 6.7.16

Approved as to form
Santa Fe County Attorney

By: [Signature] 6-2-16

Date: 6/6/16
Candice Garamilla

Monthly Maintenance

All copies are charged as used. Below is the estimate of what you would encumber your monies for, based on the volumes you provided. You will only get a bill for what you use

YOUTH (Admin and Booking)

1. SHARP MX-5141N COLOR ^{Color}
4,000 ~~Color~~ and 1,800 B/W copies, \$138.00 + \$7.07 (Tax) = \$ 145.07
2. SHARP MX-365 BLACK AND WHITE
2,000 B/W copies \$ 19.00 + .97 Tax = \$ 19.97

ADULT

SHARP MX-7040N COLOR

3. Admin - 20,000 B/W copies and 5,000 color copies, \$412.50 + 21.14 Tax = \$433.64
4. Booking – 32,000 B/W copies and 1,500 color copies, \$331.75 + 17.00 Tax = \$348.75
5. MFD-Main – 15,000 B/W copies and 6,000 color copies, \$423.00 + 21.67 Tax = \$444.67

SHARP MX-565N BLACK AND WHITE

6. Shift Command – 5,500 B/W copies \$44.00 + 2.25 Tax = \$ 46.25
7. Programs – 7,500 B/W copies \$60.00 + 3.07 Tax = \$ 63.07
8. Compliance – 5,500 B/W copies \$44.00 + 2.25 Tax = \$ 46.25
9. Records – 5,000 B/W copies \$40.00 + 2.05 Tax = \$ 42.05
10. Monitoring 8,000 black and white copies \$76.00 + 3.90 TAX = \$ 79.90

SHARP MX-365 BLACK AND WHITE

11. Major's Office – 1,000 B/W copies \$10.60 + .54 Tax = \$ 11.14

TOTAL \$1,680.76