

**DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

AGENCY: Department of Revenue

TITLE Maintenance for Pitney Bowes Equipment

Short description of the commodity or service desired: Service agreement for maintaining the Department's Pitney Bowes mailing equipment

CONTACT

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Internal tracking number, if any: SS 10/11-11

Date posted: 02/09/2011

Last day for receipt of information: 02/18/2011

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with section 287.057(5)(c), Florida Statutes and will remain posted for a period of at least 7 business days.

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):

963-660 MAILING MACHINES, POSTAGE METERS, AND RELATED MAILING EQUIPMENT;
MAINTENANCE SERVICE

Maintenance agreement for Pitney Bowes mailing equipment.

Quantity or Term (as appropriate):

07/01/2011 - 6/30/2012

Requestor (division, bureau, office, individual, as appropriate):

General Tax Administration

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

Maintenance Agreement for Pitney Bowes Equipment

Intended source (vendor, contractor):

Pitney Bowes

Estimated Dollar Amount:

\$71,269.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):

Pitney Bowes asserts they are the sole provider for all their products and do not operate through any dealerships or third parties within the United States. Pitney Bowes is the only vendor that is authorized to

provide maintenance and copyrighted software updates on Pitney Bowes inserters and OCR sorting equipment. Modification or maintenance of the Pitney Bowes Flowmaster Inserter and Sorter equipment by anyone other than designated Pitney Bowes service personnel would void both the equipment maintenance agreement and the software maintenance agreement. The high speed automated equipment allows the DOR to mail large volumes of Tax related documents to the citizens of Florida.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):

Aras Aziz, General Tax Administration

Thomas McCaffrey, General Tax Administration

Katherine Kleehammer, Executive Direction and Support Services Program

Bo Scarce, Executive Direction and Support Services Program

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall:

1. Provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s.120.57(3) FS, if the amount of the contract does not exceed the threshold amount provided in s.287.017 for CATEGORY FOUR.
2. Request approval from the Department of Management Services for the single-source purchase, if the amount of the contract exceeds the threshold amount provided in s.287.017 for CATEGORY FOUR. If the Department of Management Services approves the agency's request, the agency shall provide notice of its intended decision to enter a single-source contract in the manner specified in s.120.57(3), FS.