



KENAI PENINSULA BOROUGH

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DAVID R. CAREY
BOROUGH MAYOR

MEMORANDUM

TO: Gary Knopp, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: David R. Carey, Mayor *W. Carey*

FROM: Craig Chapman, Finance Director *CBW for CCC*
Mark Fowler, Purchasing and Contracting Officer *Mark F*

DATE: May 26, 2011

SUBJECT: Resolution 2011-004; Authorizing Vendor Selection for Copier Services for South Peninsula Hospital

This memorandum authorizes South Peninsula Hospital, Inc. (SPH, Inc.) to enter into a lease agreement for 13 copiers facility-wide.

The South Peninsula Hospital solicited proposals for copier services and upon the due date received four proposals. Proposals were evaluated consistent with the evaluation criteria established in the request for proposals (RFP). It has been determined by the SPH evaluation committee that Xerox, (Office Tech) offers the best proposal to meet the hospital's needs. SPH, Inc. adopted SPH, Inc. Resolution 2011-004 recommending entering into a five-year lease agreement, beginning July 1, 2011, with Xerox (Office Tech) of Soldotna, with an estimated annual cost of \$20,680.

The South Kenai Peninsula Hospital Service Area Board approved SPH, Inc. Resolution 2011-004 at its May 12, 2011 meeting.

FINANCE DEPARTMENT FUNDS VERIFIED	
ACT #	<u>N/A</u>
BY:	<u>CBW</u> DATE: <u>5/26/11</u>