



# Mendocino County

## Legislation Text

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**File #:** 19-0328, **Version:** 1

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**To:** Board of Supervisors

**From:** Executive Office

**Meeting Date:** April 23, 2019

**Department Contact:** Carmel J. Angelo

**Phone:** 463-4441

**Department Contact:** Janelle Rau

**Phone:** 463-4441

**Item Type:** Regular Agenda

**Time Allocated for Item:** 30 min.

**Agenda Title:**

Discussion and Possible Action Including Approval of an Agreement in the Amount of \$350,000 with Toshiba Business Solutions (Toshiba) for the Acquisition of Multifunction Copier Devices and Maintenance Services (Sponsor: Executive Office)

**Recommended Action/Motion:**

Approval of an Agreement with Toshiba Business Solutions (Toshiba) in the amount of \$350,000 for the acquisition of multifunction copier devices and maintenance services (based on the Region 4 cooperative/competitively awarded contract); amend the County's Fixed Asset List with the associated components as detailed in Exhibit E of the Agreement; authorize the Purchasing Agent to execute any and all necessary documents related to the transaction; and authorize the Purchasing Agent to sign any future amendments to the Agreement that do not alter the fiscal aspects of the Toshiba Master Copier Contract.

**Previous Board/Board Committee Actions:**

July 22, 2014: The Board of Supervisors approved an Agreement with Toshiba Business Solutions (Toshiba) for the acquisition of multifunction copier devices and maintenance services, piggy backing off of the Los Angeles World Airports' (LAWA) competitively awarded contract.

**Summary of Request:**

The County's Master Copier Contract is due to expire in June 2019. In preparation for the contract expiration, the Executive Office has been evaluating various copier service enhancements and the potential to replace the aging copier inventory prior to the expiration of the existing contract with the latest technology which would provide the County with more reliability and efficiencies. Please see attached staff report for additional information and recommendations associated with the award of a new contract.

**Alternative Action/Motion:**

Do not approve the Agreement with Toshiba Business Solutions.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At: n/a**

**Fiscal Details:**

**source of funding:** BU 1160 (charged back to departments) **budgeted in current f/y:** Yes

**current f/y cost:** \$27,500 (depending on copier volume and copier inventory composition) **if no, please describe:**

**annual recurring cost:** \$326.856 (depending on copier volume and copier inventory composition) **revenue agreement:** N/A

**budget clarification:** As with the County's existing contract, the proposed contract is comprised of equipment costs for a three year period; and maintenance costs for a five year period. The equipment would be acquired via three year capital lease and will enable the County to pay a reduced rate during the final two years of maintenance. Total Annual Estimate: \$326,856.00 Three year total contract cost: \$980,568.00 Two year maintenance only: \$131,088.00 Total Contract Costs (Five Years) \$1,111,656.00

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Lindsey Dunham, Deputy Clerk I

Date: April 25, 2019

Final Status: **Approved**

Executed Item Number: **Agreement** Number: 19-129

**Note to Department** Number of Original Agreements Returned to Dept: 2 Original Agreement Delivered to Auditor? Yes

