Mendocino County

Legislation Text

File #: 25-0655, **Version:** 1

To: BOARD OF SUPERVISORS

From: General Services Agency

Meeting Date: July 8, 2025

Department Contact:	Scott Morgan	**Phone:**	707-467-4441
Department Contact:	Sara Pierce	**Phone:**	707-467-4441

Item Type: Consent Agenda **Time Allocated for Item**: N/A

Agenda Title:
Approval of Retroactive Agreement with Toshiba Business Solutions (Toshiba) in the Amount of $95,000 for Continued Maintenance Services of the County's Toshiba Copier Fleet, Effective June 30, 2025, to June 30, 2026

Recommended Action/Motion:
Approve retroactive Agreement with Toshiba Business Solutions (Toshiba) in the amount of $95,000 for continued maintenance services of the County's Toshiba copier fleet, effective June 30, 2025 to June 30, 2026; authorize the Purchasing Agent to execute any and all necessary documents related to the transaction; authorize the Purchasing Agent to sign any future amendments to the Agreement that do not alter the fiscal aspects of the Toshiba Maintenance contract; and authorize Chair to sign same.

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.

April 23, 2019: 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.

April 22, 2025: The Board of Supervisors approved an Agreement with Toshiba Business Solutions (Toshiba) for maintenance and service for countywide multifunction copiers devices.

Summary of Request:
Toshiba completed an analysis of the County's copier fleet andupon completion of this analysis, it was determined that the County's fleet was in good condition and the County would not benefit from replacement. It was determined to be in the best interest of the County to enter into an agreement for maintenance services and reevaluate the replacement of the County's copier fleet in 2025. Further analysis from Toshiba has concluded that some multifunction copiers may require replacement. The majority of the County's fleet does not need replacement at this time. The Purchasing Division therefore requests retroactive approval of the

proposed agreement for the 2025-2026 fiscal year and continued use of maintenance services provided by Toshiba Business Solutions.

Alternative Action/Motion:
Do not approve amendment and provide alternate direction to staff.

Strategic Plan Priority Designation: An Effective County Government

Supervisorial District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: 1160 GS
current f/y cost: 95,000
budget clarification: Paid from 1160 GS Budget. 1160 GS Budget will receive Revenue offset from all County departments based on usage.
annual recurring cost: 95,000
budgeted in current f/y (if no, please describe): Yes
revenue agreement: No

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Tony Rakes, Deputy CEO

CEO Review: Yes
CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk
Date: July 8, 2025

Final Status: **Approved**
Executed Item Type: Agreement
Number: 25-119