



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: June 13, 2017

Subject: Purchase Order Increase

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Department, a purchase order amendment with Sharp Business Solutions, to increase the payment limit by \$65,000, to a new payment limit of \$164,000, with no change to the term of July 20, 2015, through July 19, 2018, for copier leases.

FISCAL IMPACT:

\$164,000 (including the increased amount of \$65,000): 10% County, 48% State, 42% Federal.

BACKGROUND:

Additional funds in an amount not to exceed \$65,000 are requested to increase the existing Purchase Order (PO) No. 56569 for the continued Sharp Business Systems lease of seven copies at the Employment and Human Services Department (EHSD) Stanwell Drive office site which includes EHSD's Staff Development production copier with high usage/copying costs. An eighteen (18) month lease period remains on the copier(s) PO.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/13/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 13, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Elaine Burres

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, copier lease would expire for non-payment.

CHILDREN'S IMPACT STATEMENT:

Not applicable.