



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: June 20, 2017

Subject: APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Human Resources Department, to execute an amendment to Purchase Order 53243

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Human Resources Department, to execute an amendment to Purchase Order 53243 with Sharp Business Systems to increase the payment limit by \$30,000 to a new total of \$129,400 to pay for additional copy charges on five (5) copy machines in the Human Resources Department with no change in the term of the lease of September 24, 2014 through September 23, 2017.

**FISCAL IMPACT:**

The increased payment limit is within the department's budget. (100% General Fund)

**BACKGROUND:**

When the copy machines were leased in 2014, the estimated copy charges were based on the number of copies we had in the prior year. However, since the lease was negotiated, our copy counts have increased as have the number of staff who are utilizing the copiers.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this Purchase Order is not approved, we will not be able to continue with the lease.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/20/2017** ☒ 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 20, 2017

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

Contact: Nancy Zandonella,  
925-335-1751

By: Rolanda Hartfield, Deputy