



Contra
Costa
County

To: Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: November 14, 2017

Subject: Approve a Change Order to Purchase Order No. 54240 with Caltronics Business Systems, District V.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Interim Public Works Director, an amendment to purchase order No. 54240 with Caltronics Business Systems, increasing the payment limit by \$110,000, to a new payment limit of \$360,000, and extend the lease for two years for the period of December 5, 2017 to December 4, 2019, for two (2) Caltronics Bizhub Pro-1052's and one (1) Caltronics Konica C-1060 digital copiers. (District V)

FISCAL IMPACT:

Print and Mail Services is a zero net County cost operation which charges back County Departments for printing. (100% Department User Fees)

BACKGROUND:

Caltronics Business Systems offered Print and Mail Services a 30% discount for years 4 & 5 of the original monthly lease agreement on PO 54240. This is a savings of \$19,651.44 for the 24 month extension.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/14/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Diane Burgis, District III
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: November 14, 2017

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

By: June McHuen, Deputy

Contact: Marie Estrada,
925.646-5515

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the employees at 651 Pine Street and the downtown Martinez County departments will be required to use the Print and Mail Services Copy Center located in Concord.

ATTACHMENTS

Caltronics PO 54240

Caltronics 2 year Extension to PO 54240