



Contra
Costa
County

To: Board of Supervisors
From: Diana Becton, District Attorney
Date: July 24, 2018

Subject: Increase Blanket Purchase Order with Caltronics

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the District Attorney, a Change Order to blanket purchase order number 52698, with Caltronics to increase the payment limit by \$12,000 to a new amount not to exceed \$110,473, for multi-function printers, and extend the term from August 12, 2018 through August 11, 2019.

FISCAL IMPACT:

The cost of the change order is approximately \$12,000 to be paid for from general funds. The existing Blanket Purchase Order Number 52698 of \$98,473 will bring the total to \$110,473.

BACKGROUND:

The original Blanket Purchase Order was established in August 2014 to supply the District Attorney's Offices with Multi-Function Printers. The original Blanket Purchase Order has been renewed annually to keep the discounted monthly lease rate. Keeping the existing Blanket Purchase Order another year would extend the discounted rate.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/24/2018** ☒ 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: July 24, 2018

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

By: June McHuen, Deputy

Contact: Beth Molera, (925)
957-2205

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this Change Order to the existing blanket purchase order would cause disruption to the workflow of the office and increased costs. A new contract would have to be established with a higher monthly lease rate.