



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: July 24, 2018

Subject: Purchase Order Amendment with Sharp Business Solutions

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order amendment with Sharp Business Solutions, to increase the payment limit by \$35,000 to a new payment of \$134,000 for the continued lease of copiers for the period April 13, 2016 through April 12, 2019.

FISCAL IMPACT:

The purchase order of \$134,000 is funded by administrative overhead which breaks down to 10% County, 48% State, and 42% Federal.

BACKGROUND:

Due to an increase in print and copy needs, the total payment limit on existing Purchase Order No. 003585 with Sharp Business Systems must be increased to cover the additional charges incurred by the Employment and Human Services Department.

CONSEQUENCE OF NEGATIVE ACTION:

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

☒ 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: V. Kaplan, (925)
608-4963

cc: