



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: October 9, 2018

Subject: Purchase Order Amendment with Sharp Business Systems, Inc.

---

**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 Systems, Inc., to increase the payment limit by \$65,000 to a new payment of \$229,000 and extend the contract term one year for the continued lease of copiers for the period July 20, 2015 through July 19, 2019.

**FISCAL IMPACT:**

The purchase order is funded by administrative overhead which allocates to 10% County, 48% State, and 42% Federal funding.

**BACKGROUND:**

Extension of existing Purchase Order (PO #56569) for an additional year and increase the total payment limit with Sharp Business Systems, Inc. to take advantage of a 30% discount on lease costs.

**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: **10/09/2018** ☒ 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: October 9, 2018

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

By: June McHuen, Deputy

Contact: V. Kaplan, (925)  
608-4963

cc:

