



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: July 23, 2019

Subject: APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County, agreements with Ray A. Morgan Company, and Caltronics Business Systems

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County, agreements with Ray A. Morgan Company, LLC, and J.J.R. Enterprises, Inc., dba Caltronics Business Systems, each with a payment limit of \$12,000,000, for copier rentals and managed print services between July 1, 2019, and June 30, 2030, as recommended by the Public Works Director.

FISCAL IMPACT:

Each agreement includes negotiated pricing for copier/multifunction device rentals and managed print services. As departments elect to rent copiers/multifunction devices and procure managed print services, the County will issue purchase orders that incorporate the terms of the agreements. The amount of each purchase order will be driven by departmental needs. The total purchases under each agreement will not exceed \$12,000,000. The Purchasing Division anticipates that implementation of this program under these agreements will reduce departmental costs by allowing departments to better manage printing devices .

BACKGROUND:

This board order authorizes the Purchasing Agent to execute two master agreements – one

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/23/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Candace Andersen, District II
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 23, 2019

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

By: Laura Cassell, Deputy

Contact: David Gould (925)
313-2151

cc:

with Ray A. Morgan Company, LLC, and a second with J.J.R. Enterprises, Inc., dba Caltronics Business Systems. Those agreements are attached to this board order. Each agreement includes a payment limit of \$12,000,000 for all purchases made under the agreement. Each agreement includes the terms under which each vendor will rent copiers/multifunction devices and provide managed print services to County departments that decide to transition to these vendors for those rentals and services. When a department transitions to one of the two vendors for copier rentals and managed print services, a purchase order will be issued for a term of 36-72 months, depending on department needs, to procure one or both of the services. Each purchase order will incorporate the agreement by reference and will indicate whether one or both services is being procured. Each vendor has agreed to honor purchase orders of up to 72 months, as long as the purchase orders are issued by June 30, 2024. This means services could extend through June 30, 2030. The Purchasing Agent will approve purchase orders of up to \$200,000. Any purchase orders or purchase order amendments that will exceed \$200,000 will be brought to the Board for approval, in accordance with regular practices. The Purchasing Division estimates that transitioning County departments to these two vendors for these services will save departments money and provide for uniform practices throughout the County. For these reasons, the Purchasing Division recommends that the Board of Supervisors approve these agreements.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the County will function without the benefit of a clear contract and this will result in higher costs.

ATTACHMENTS

Ray Morgan Contract

Caltronics Contract