



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 12, 2020

Subject: Purchase Order with Complete Imaging Systems, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a Purchase Order with Complete Imaging Systems, Inc., in an amount not to exceed \$900,000 for the purchase of fax machines, printers, supplies, parts, and ink cartridges for the Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from May 1, 2020 through April 30, 2022.

**FISCAL IMPACT:**

100% Budgeted in the Hospital Enterprise Fund I.

**BACKGROUND:**

Complete Imaging Systems, Inc., has provided excellent pricing and outstanding service for all of the Health Services Department for many years. Fax machines and printers are essential to carry out the work of the Health Services Department and it is therefore critical to keep the equipment in a functioning state at all times.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, then the CCRMC may have to halt or shorten our ability to

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **05/12/2020** ☒ 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: May 12, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

see patients until a new vendor can be found to supply the bulk of our supplies and equipment. Without a vendor in place to supply our printing needs, we will not be able to process documents, register patients, or even copy medical records.