



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: July 28, 2020

Subject: Purchase Order for Managed Print Services, Maintenance, and Supplies

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Director, a purchase order with Ray A. Morgan Company, LLC, in the amount of \$963,700, to purchase managed print services and printer maintenance and supplies under the terms of a master agreement between the County and the company, during the period from January 1, 2020, through June 30, 2022.

FISCAL IMPACT:

This contract will increase expenditures by \$963,700 and be funded 58% Federal, 36% State funds and 6% County. Expenditures are in the EHSD budget.

BACKGROUND:

This Contractor was selected as a result of the competitive bid process held by Contra Costa County Public Works on behalf of all County departments, and coincides with the Master agreement approved by the Board of Supervisors on July 23, 2019 (Item C 44). The Contractor will provide valuable Managed Print Services, maintenance and supplies for the Employment and Human Services Department's 1,250+ output devices. The terms of the master agreement, as previously amended, will be incorporated by reference in the purchase

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/28/2020** ☒ 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: July 28, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres 604-960

cc:

order, and those terms will govern over any conflicting terms of the purchase order.

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services will be unable to provide valuable print services to all EHSD programs, clients and Infrastructure staff.