



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: June 22, 2021

Subject: APPROVE and AUTHORIZE the Purchasing Agent on behalf of the Chief Information Officer, to issue a purchase order to Ricoh USA, Inc. for two printers.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order with Ricoh USA, Inc. in an amount not to exceed \$255,000, for the purchase of two Ricoh Pro 7200e printers.

**FISCAL IMPACT:**

The cost for this purchase will be covered within the departments budget for FY 21/22 (100% General Fund).

**BACKGROUND:**

The Department of Information Technology (DoIT) provides enterprise printing services for several county departments. Printing services include County tax bills, Health Services timecards, CalWIN account letters as well as payments to vendors. The two existing mainframe printers which currently provide these services are over ten years old and require frequent repair or maintenance to keep them operational and lack many of the new

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/22/2021** ☒ 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: June 22, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Marc Shorr,  
925-608-4071

cc: Nancy Zandonella, Michelle Colefield

innovations that would allow the County to provide printing services at a lower cost, in a more efficient manner. The new printers will

BACKGROUND: (CONT'D)

allow for the elimination of pre-printed forms which are extremely costly and require data calibration and will have the capability to improve quality while eliminating costly waste. This purchase includes all accessories, installation, training and configuration.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase is not approved, the department runs the risk of losing enterprise printing capability for critical County departments.

CHILDREN'S IMPACT STATEMENT: