



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: November 16, 2021

Subject: Purchase Order Amendment with Ray. A. Morgan Company, LLC

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a purchase order amendment with Ray A. Morgan Company, LLC, to increase the amount by \$584,300 to a new total of \$1,548,000 to purchase managed print services and printer maintenance and supplies under the terms of a master agreement between the County and the company and extend the term from June 30, 2022 to December 22, 2022.

**FISCAL IMPACT:**

\$1,548,000: This Purchase Order amendment will increase expenditures by \$584,300 and be funded by 60% Federal, 34% State, and 6% County. Expenditures are part of the Employment and Human Services Department's operating budget.

**BACKGROUND:**

The purpose of this board order is to add funding and extend the term of purchase order #020079 with Ray A. Morgan Company, LLC. This vendor 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 vendor

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/16/2021** ☒ 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: November 16, 2021

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

By: Laura Cassell, Deputy

Contact: V. Kaplan, (925)  
608-5052

cc:



BACKGROUND: (CONT'D)

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 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.