



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 11, 2022

Subject: Amendment to Ray Morgan Co. Multi-Function Copier Services Purchase Order F017752

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Department, a purchase order amendment with Ray A. Morgan Company, LLC, to increase the amount by \$548,300 to a new total of \$1,541,747 to purchase multi-function copier services and supplies under the terms of a master agreement between the County and the company.

FISCAL IMPACT:

This purchase order amendment will increase expenditures by \$548,300. Expenditures are part of the Employment and Human Services Department's operating budget.
(60% Federal, 34% State, 6% County)

BACKGROUND:

The purpose of this board order is to add funding to purchase order #017752 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 will provide valuable Multi-Function copier services,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/11/2022** ☒ 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: January 11, 2022

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

By: Antonia Welty, Deputy

Contact: Laura Pacheco (925)
608-4963

cc:

BACKGROUND: (CONT'D)

maintenance and supplies for the Employment and Human Services Department's 550+ copier 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.