



**Contra
Costa
County**

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: May 17, 2022

Subject: Purchase Order Amendment #2 with Ray A. Morgan Company, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Employment and Human Services Director, purchase order amendment #2 with Ray A. Morgan Company, LLC, to increase the payment limit by \$540,000 to a new payment limit of \$2,088,000 for additional managed print services and printer maintenance and supplies under the terms of a master agreement between the County and the company, with no change to the term of January 1, 2020 through December 22, 2022.

FISCAL IMPACT:

\$2,088,000: This purchase order amendment #2 will increase expenditures by \$540,000, which can be accommodated in the Employment and Human Services Department's operating budget (60% Federal, 34% State, 6% County).

BACKGROUND:

The Department requests authorization to execute amendment #2 to increase the payment limit of purchase order #F020079 with Ray A. Morgan Company, LLC. This vendor will provide valuable managed print services, maintenance, and supplies for the Employment and Human Services Department's 1,250+ output devices. This vendor was selected as a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/17/2022** ☒ 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: May 17, 2022

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

By: Laura Cassel, Deputy

Contact: M. Wagoner,
925-608-4864

cc:

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 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.

Amendment #1 to purchase order #F020079 with Ray A. Morgan Company, LLC was approved by the Board of Supervisors on November 16, 2021 (Item C. 34). The amendment #1 added funding in the amount of \$584,300 and extended the term of the purchase order through December 22, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

Without authorization, the Employment and Human Services Department will be unable to provide valuable print services to all Department programs, clients, and infrastructure staff.