



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: May 24, 2022

Subject: Amendment to Lease with Ray Morgan Company for a Canon Vario Print 6160 Press, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Department, an amendment to a Blanket Purchase Order (BPO) with Ray Morgan Company, to extend the term from May 31, 2022 through December 31, 2022, for continued utilization of a leased Canon Vario Print 6160 Press for County departments' printing needs, with no change to the payment limit of \$410,000, Countywide.

FISCAL IMPACT:

The cost of printing is initially charged to the General Fund but recovered through charges to the County departments. Print and Mail Services is a zero net County cost operation.

BACKGROUND:

A Blanket Purchase Order was created for the Canon Vario Print 6160 Press, the only machine on the market that prints both sides of a sheet of paper at the same time, which saves time and money. Ray Morgan Company was selected because they are the largest local independent Canon Dealer with extensive local service staff and parts supplies. Ray Morgan locked in the lease rate and black click charge for the term of the contract.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/24/2022** ☒ 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 24, 2022

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

By: June McHuen, Deputy

Contact: Dale Morseman,
925-655-4500

cc:

The Public Works Department is requesting an extension of the BPO for the lease of the Canon Vario Print 6160 Press to allow time for the department to conduct a solicitation for a new digital printing press.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, Print & Mail will not be able to provide this more cost effective print service to County departments.