



**Contra  
Costa  
County**

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: November 29, 2022

Subject: Amendment to Caltronics Business Systems Purchase Order F018108

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**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 Caltronics Business Systems to increase the payment limit by \$150,000 to a new total of \$349,900 for copier rentals and managed print services with no change to the term.

**FISCAL IMPACT:**

Increase of the payment limit of \$150,000 for this purchase order is included in the FY 22-23 EHSD Adopted Budget. The total payment limit is 50% Federal and 50% State funded with no county match.

**BACKGROUND:**

Caltronics Business Systems was selected as a result of the competitive bid process held by Contra Costa County Public Works on behalf of all County departments. On July 23, 2019, your Board approved and authorized the Purchasing Agent to execute, on behalf of the County, Master Agreement MFD-MA 2019-02 with J.J.R. Enterprises, Inc., dba Caltronics Business Systems for copier rentals and managed print services between

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/29/2022** ☒ 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: November 29, 2022

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)

July 1, 2019, and June 30, 2030, as recommended by the Public Works Director.

The Purchasing Agent, on behalf of the Contra Costa County Employment and Human Services Department, approved Purchase Order #F018102 with Caltronics Business Systems with a payment limit of \$199,900, for the term February 20, 2020, through February 19, 2023. The Department is requesting approval to increase the payment limit by \$150,000 to \$349,900.

The Community Services Bureau of the Employment and Human Services Department is using Caltronics Business Systems for copier rentals and managed print services at its administrative office and childcare sites. The request to increase the payment limit by \$150,000 is to fund the cost of the copier rentals and managed print services for the full term of Purchase Order #F08102.

### CONSEQUENCE OF NEGATIVE ACTION:

Without this increase amount, Community Services Bureau will not be able to reimburse Caltronics Business Systems for services already rendered.

### CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes – Outcome 1: Children Ready for and Succeeding in Schools, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition and health services to low-income children throughout Contra Costa County.