



**Contra
Costa
County**

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: November 29, 2022

Subject: Ray A. Morgan Multifunction Copier Services, Managed Print Services, and Printer Maintenance and Supplies Blanket Purchase Order

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Employment and Human Services Department, a blanket purchase order, with Ray A. Morgan Company, LLC, in an amount not to exceed \$2,522,448, to provide copier rentals and managed print services for the period December 23, 2022 through December 22, 2025.

FISCAL IMPACT:

Payment limit increase of \$2,522,448 for this purchase order, of which \$420,408 is included in the FY 22-23 EHSD Adopted Budget with the remaining amount of \$2,102,040 to be included in the FY 23-24 and FY 24-25 Recommended Budget. Funding ratios are 60% Federal, 35% State, and 5% County.

BACKGROUND:

The purpose of this board order is to request a new purchase order 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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: Emilia Gabriele,
925-608-4810

cc: Emilia Gabriele

BACKGROUND: (CONT'D)

the Master agreement approved by the Board of Supervisors on July 23, 2019 (Item C 44). Ray A. Morgan currently provides copier rentals and managed print service, including multi-function copier services, maintenance and supplies, for the Employment and Human Services Department (EHSD).

The Department is requesting approval for a new Purchase Order in an amount not to exceed \$2,522,448 with Ray A. Morgan Company, LLC for the period December 23, 2022 through December 22, 2025. The Department is consolidating copier rentals and managed print services for all its bureaus under the one Purchase Order with Ray A. Morgan Company, LLC. Beginning in spring 2023, the Purchase Order includes copier rentals and managed print services for the Community Services Bureau currently being serviced by Caltronics. 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 Multi-Function copier services to all EHSD programs, clients, and infrastructure staff.