

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

June 23, 2020

FROM

Laurie Rozko, Director, Purchasing Department

SUBJECT

Contract Amendments for Copiers and Multi-function Office Machines

RECOMMENDATION(S)

Approve **Amendment No. 3** to extend the following contracts for rental, purchase and maintenance of copiers and multi-function office machines, at fixed rates, from July 1, 2020 through June 30, 2021:

1. Advanced Copy Systems. **Contract No. 20-504.**
2. Advanced Imaging Solution, AIS. **Contract No. 20-505.**
3. Burtronics. **Contract No. 20-506.**
4. Canon Solutions America. **Contract No. 20-507.**
5. Cell Business Equipment, CBE. **Contract No. 20-508.**
6. Konica Minolta. **Contract No. 20-509.**
7. Toshiba America. **Contract No. 20-510.**
8. Xerox Corp. **Contract No. 20-511.**

(Presenter: Laurie Rozko, Director, 387-2074)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Departments that require copiers and office machines are responsible for ensuring there is adequate funding in their respective adopted and future budgets. The impact on each departmental budget is dependent upon its copier and office machine needs.

The majority of departments rent copiers, and rentals include service, parts and consumable supplies other than paper. Because the dates vary for each copier rental term, individual contracts are established in SAP for each rental payment schedule. Should a department expect to spend more than \$100,000 in any 12-month period, the department will seek Board of Supervisors approval. Cumulative countywide expenditures are currently estimated at \$390,000 per year.

BACKGROUND INFORMATION

Approval of this item will extend the contracts for a sixth year and continue to provide departments with a complete selection of copier and office machine brands and models, with rental and purchase options through June 30, 2021. Rentals initiated within the contract period

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are honored for a term of 36 months, even if the term extends beyond the end date of the countywide contract.

Following a formal competitive process, the listed vendors were awarded three-year agreements within Purchasing's authority, beginning on July 1, 2015 and ending on June 30, 2018. The contracts were later amended on June 18, 2018 and June 19, 2019 to extend each contract by one additional year respectively, from July 1, 2018 to June 30, 2020.

PROCUREMENT

Due to workload demands for the Novel Coronavirus (COVID-19) pandemic, including intensive sourcing of supplies and response to the Emergency Operations Center, Purchasing requires additional time to complete this formal solicitation. This extension will also allow businesses affected by the State of California stay-at-home order sufficient time to respond when a Request for Proposals is issued in July 2020.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on May 28, 2020; Finance (Joon Cho, Administrative Analyst, 387-5402) on June 4, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on June 5, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Robert A. Lovingood
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 23, 2020



cc: Purchasing- Candelaria w/agree
Contractor- C/O Purchasing w/agree
File- w/agree
la 07/2/2020