



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 21-729

February 08, 2022

Introduced: 8/20/2021

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Approve and authorize the Contracts Purchasing Officer or Contracts Purchasing Supervisor to execute an Agreement with Xerox Corporation, to provide a multi-function Xerox C8155H2 copier for the Public Defender's Office, in the amount of \$20,000, for a thirty-six-month term date retroactive from July 1, 2021 through June 30, 2024; and
- b. Approve and authorize the Contracts Purchasing Officer or Contracts Purchasing Supervisor to execute up to three (3) amendments, subject to County Counsel review, extending the Agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$2,000) and the amendments do not alter significantly the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts Purchasing Officer or Contracts Purchasing Supervisor to execute an Agreement with Xerox Corporation, to provide a multi-function Xerox C8155H2 copier for the Public Defender's Office, in the amount of \$20,000, for a thirty-six-month term date retroactive from July 1, 2021 through June 30, 2024; and
- b. Approve and authorize the Contracts Purchasing Officer or Contracts Purchasing Supervisor to execute up to three (3) amendments, subject to County Counsel review, extending the Agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$2,000) and the amendments do not alter significantly the scope of work.

SUMMARY:

The Public Defender's office has upgraded to a Xerox copier model C8155 with Xerox Corporation that provides copy, print, scan, fax, email, translation & redaction capabilities.

DISCUSSION:

In June of 2018, the Public Defender's office contracted with Zoom Imaging Solutions to provide a Toshiba 5506 model copier for a term date of thirty-six months. Due to the volume and high-speed necessity for Legal Support Unit, the office decided to upgrade the Toshiba copier with a newer, faster & higher quality model, a Xerox C8155H2 color copier.

Xerox C8155H2 model provides copy, print, scan, email, translation & redaction features that were not available with the Toshiba model. The machine's new features will allow Public Defender staff to improve the quality of daily work assignments, it will reduce time spent on projects, and will also allow for additional facsimile access. The office currently has one centralized fax machine located in the

reception area. Adding the facsimile feature to the Xerox machine allows an easy streamlining and it is cost effective. The Xerox C8155H2 model will also scan & translate short client documents, client information, letters, notices etc. This will reduce support staff time spent on the translation of a document from English to Spanish.

This agreement requires a retroactive date of July 1, 2021. The county is no longer allowing new lease services to be part of the county's original Master Agreement (MA #118). Each county department has been required to seek its own agreements for copier services.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed Agreement as to form.

Information Technology department has reviewed Agreement as to form.

FINANCING:

The costs associated with this agreement are included in the Public Defender's FY 2021-22 Adopted Budget, Fund 001, department 2270, Budget Unit 8169, Appropriation Unit PB001. Future year's costs will be included in the respective annual budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisors Strategic Initiatives by promoting an organization that practices efficient and effective resource management.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Becky Avila, Management Analyst II, x.3048

Approved by: Susan E. Chapman, Public Defender, x.5806


1-26-22

Attachments:

Board Report

Standard Agreement between Xerox Corporation & Monterey County Public Defender