



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: A 22-563**

**November 08, 2022**

**Introduced:** 10/25/2022

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute an Agreement between the County of Monterey and Smile Business Products, Inc. for a term retroactive to July 1, 2022, to June 30, 2025, for the provision of equipment lease for printers, copiers, and multifunction machines services for all Health Department facilities as needed, in the amount not to exceed \$650,000; and
- b. Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute up to six (6) future amendments to the agreement which do not significantly alter the scope of work and in the aggregate do not cause an increase of more than fifteen percent (15%) (\$97,500) of the original contract amount and not to significantly change the scope of work in order to accommodate the various departmental lease renewals as needed.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute an Agreement between the County of Monterey and Smile Business Products, Inc. for a term retroactive to July 1, 2022, to June 30, 2025, for the provision of equipment lease for printers, copiers, and multifunction machines services for all Health Department facilities as needed, in the amount not to exceed \$650,000; and
- b. Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute up to six (6) future amendments to the agreement which do not significantly alter the scope of work and in the aggregate do not cause an increase of more than fifteen percent (15%) (\$97,500) of the original contract amount and not to significantly change the scope of work in order to accommodate the various departmental lease renewals as needed.

### SUMMARY/DISCUSSION:

The Monterey County Contracts and Purchasing Department notified applicable staff the County Wide Master Agreement with Smile Business Products, Inc., expiring on June 30, 2022, would not be extended. All County Departments were directed to create their own Multi-Year Agreement as needed. Approval of the recommended action will allow Health Department staff to maintain the necessary day-to-day use and services of currently leased printers, copiers, and multifunction machines in each Health Department facility and acquire new leases as needed. This Agreement is retroactive to July 1, 2022, due to the extensive coordination between all Health Bureaus, Health IT, and Smile Business Products, Inc. to validate each machine's current lease status, location, and usage within every Health Department Facility.

The County Purchasing Agent has authority under the Monterey County Code to negotiate and execute in the name of the County, without first seeking Board approval, all equipment service contracts. Here, Board approval has been sought, however, because of the non-standard risk provisions in the lease and the retroactive term.

This work supports the Monterey County Health Department 2018-2022 Strategic Plan Goal: 4. Engage MCHD workforce and improve operational functions to meet current and developing population health needs. It also supports the following of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller has reviewed and approved this Agreement as to legal form fiscal provisions, respectively.

FINANCING:

The revenue and appropriations for this Agreement are included in the Health Department's Fiscal Year (FY) 2022-23 Adopted Budget. The associated revenue and appropriations for future years will be included in the respective FY's Requested Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:


- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

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Prepared by: Juanita Sanders, Management Analyst, II, 755-5494

Approved by:

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Date: 10/28/2022 | 11:15 AM PDT

Elsa Mendoza Jimenez, Director of Health, 755-4526