



# County of Monterey

## Item No.25

### Board Report

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

Legistar File Number: A 23-112

April 25, 2023

**Introduced:** 4/5/2023

**Current Status:** General Government -  
Consent

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and authorize the Assessor or their designee to execute a non-standard Agreement between Dataflow Business Systems, Inc. for the lease and maintenance of copy machines and printers (six machines in total), in an amount not to exceed \$120,000 for a three-year (36 month) term from July 1, 2023 through June 30, 2026; and
- b. Authorize the Assessor or their designee to execute up to two (2) amendments to this Agreement, each extending the term by one year, where cost of each Amendment does not exceed \$44,000, bringing the total maximum not to exceed amount to \$208,000 (original contract price plus 2 amendments).

#### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Assessor or their designee to execute a non-standard Agreement between Dataflow Business Systems, Inc. for the lease and maintenance of copy machines and printers (six machines in total), in an amount not to exceed \$120,000 for a three-year (36 month) term from July 1, 2023 through June 30, 2026; and
- b. Authorize the Assessor or their designee to execute up to two (2) additional amendments to this Agreement, each extending the term by one year, where cost of each Amendment does not exceed \$44,000, bringing the total maximum not to exceed amount to \$208,000 (original contract price plus 2 amendments).

#### **SUMMARY/DISCUSSION:**

The County's current Agreement with Dataflow Business Systems, Inc., providing printer lease and maintenance services for the Assessor expires on June 30, 2023. Based on the vendor-generated quote and printer use data from previous years, the Assessor's Office has indicated a total aggregate contract amount of not to exceed \$120,000 for similar services for a three-year (36 month) contract term effective July 1, 2023 to June 30, 2026.

The Assessor has been satisfied with the services performed by this vendor for a number of years and is requesting approval of this non-standard Agreement in order to ensure seamless future performance by the vendor for the near future.

#### **OTHER AGENCY INVOLVEMENT:**

The Office of the County Counsel has reviewed and approved the Agreement as to form.

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**FINANCING:**

Funds for payment of this agreement have been included in the Assessor's FY 2023-2024 Requested Budget (1180-ACR001-8003). Transactions relating to future fiscal years will be included in each respective Requested Budget.

There is no additional financial impact to the General Fund.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The services rendered in this agreement provide the Assessor's Office with the additional support it needs to provide reliable and high-quality services to the residents of Monterey County.

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

Prepared by: Chihiro Marie Tabata, Management Analyst, x6607

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*Chihiro Tabata*  
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Approved by: Xochitl Marina Camacho, Assessor-Clerk/Recorder, x5803

DocuSigned by:  
*Marina Camacho*  
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Attachments:

Service Agreement

Exhibit A - Printer/Copier/Multifunction Machine Quote Forms