



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 24-371

August 13, 2024

Introduced: 7/22/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

Dataflow Business Systems.

- a. Approve and authorize the Library Director or Designee to enter into a Professional Services Agreement (PSA) with Dataflow Business Systems Inc., for leased copiers and coin op machines to all Library locations, including services for maintenance, delivery, pick up, repair and toners supplies, retroactive from July 1, 2024, to June 30, 2027, in the amount of \$287,008, for three-years.
- b. Authorize the Library Director or Designee to execute up to three future amendments to the agreement where the total amendments neither exceed 10% (\$28,000) of the contract amount nor significantly change the scope of work.

RECOMMENDATION:

- a. Approve and authorize the Library Director or Designee to enter into a Professional Services Agreement (PSA) with Dataflow Business Systems Inc., for leased copiers and coin op machines to all Library locations, including services for maintenance, delivery, pick up, repair and toners supplies, retroactive from July 1, 2024, to June 30, 2027, in the amount of \$287,008 for three years.
- b. Authorize the Library Director or Designee to execute up to three future amendments to the agreement where the total amendments neither exceed 10% (\$28,000) of the contract amount nor significantly change the scope of work.

SUMMARY:

The machines currently used are provided by Dataflow Business Systems. Dataflow Business Systems, Inc. (DBS) has been leasing machines with MCFL for the last six years and is familiar with the library staff, locations, operations, and the libraries' needs. In the past, Dataflow Business Systems have provided training tools and assistance to Library Staff regarding the functions of the machines. The recommended action will enable MCFL to continue to provide uninterrupted copy and printing services to its patrons through continuing to lease the machines through Dataflow Business Systems, Inc.

DISCUSSION:

This contract has been in development for eight months. Monterey County Free Libraries (MCFL) has worked with the vendor and the Information Technology Department (ITD) to achieve several goals with this new contract. More staff printing will move from individual printers to the leased machines, which saves both space at each worksite and costs for purchasing and storing ink. Many more of the printers will be on the County network, requiring more approvals and documentation with ITD to ensure network security, while simultaneously giving the library more robust options and

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redundancy for printing. Monterey County Free Libraries (MCFL) offers photocopy, scanning, and printing services in all its locations. MCFL charges a fee for these services through coin operated machines that are compatible with the photocopy machines. These machines provide all in one function - copy, scan, and print

OTHER AGENCY INVOLVEMENT:

The proposed Agreement has been reviewed and approved by the Auditor-Controller's Office as to fiscal terms, by Risk Management regarding insurance and indemnification provisions, by the Information Technology Department regarding non-standard computer/technology projects, and by the County Counsel's office as to form.

FINANCING:

The recommended Professional Services Agreement (PSA) provides for a total amount of \$287,008 over a three-year period. It is anticipated that the agreement will cost less than \$95,000 a year for 26 printers and 16 coin-operated machines, with additional services for repair and maintenance and a steady supply of toners.

Funds have been appropriated in the Library Budget Unit 6110 for FY 2024-2025 and through the three forecasted years to cover the cost of the Agreement. Approval would have no impact on the County General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The approval of the Professional Service Agreement will facilitate Monterey County Free Libraries' mission to serve the community and continue to provide services that inspire, inform, and provide opportunities for individual and community enhancement.

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

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Attachments:

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Attachment A County Standard Agreement

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