



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: 25-075**

February 18, 2025

**Introduced:** 1/28/2025

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute a Countywide Service Agreement (Agreement) for printing copier multifunction machine lease and maintenance supplies services with Monterey Bay Office Products dba MBS Business Systems, and UBEO LLC for multifunction copiers, printers, and like equipment, for an amount not to exceed \$500,000 for the period of February 19, 2025, through February 19, 2031 with the option to extend the Agreement for one additional three year periods, for a total not to exceed a maximum nine year Agreement through and including February 19, 2034, for an aggregate amount not to exceed \$500,000; provided the extension does not significantly change the scope of work;
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, with a term effective upon execution by the parties with the Contracts/Purchasing Officer signing last through and including February 19, 2031, with the option to extend any additional similar Agreements for one additional three year periods, for a total not to exceed maximum term through February 19, 2034 OR amount not to exceed \$500,000; provided the extension does not significantly change the scope of work,
- c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% (\$50,000) of the original aggregate amount do not significantly alter the scope of services, and do not extend the term of the agreement beyond nine years, for a total maximum not to exceed amount of \$550,000 for all of the Agreements.

### RECOMMENDATION:

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute a Countywide Service Agreement (Agreement) for printing copier multifunction machine lease and maintenance supplies services with Monterey Bay Office Products dba MBS Business Systems, and UBEO LLC for multifunction copiers, printers, and like equipment, for an amount not to exceed \$500,000 for the period of February 19, 2025, through February 19, 2031 with the option to extend the Agreement for one additional three year periods, for a total not to exceed a maximum nine year Agreement through and including February 19, 2034, for an aggregate amount not to exceed \$500,000; provided the extension does not significantly change the scope of work;
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, with a term effective upon execution by the parties with the Contracts/Purchasing Officer signing last through and including February 19, 2031, with the option to extend any additional similar Agreements for one additional

three year periods, for a total not to exceed maximum term through February 19, 2034 OR amount not to exceed \$500,000; provided the extension does not significantly change the scope of work, c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% (\$50,000) of the original aggregate amount do not significantly alter the scope of services, and do not extend the term of the agreement beyond nine years, for a total maximum not to exceed amount of \$550,000 for all of the Agreements.

SUMMARY/DISCUSSION:

The County of Monterey has a need for printing copier multifunction machine lease and maintenance supplies services that accommodates 28 County Departments and locations throughout the County of Monterey.

Services will be provided upon department request, under a delivery order process between each requesting County department and the Contractor, in accordance with each individual Contractor's pricing sheet. Printing copier multifunction machine lease and maintenance supplies services shall include but are not limited to printing copier multifunction machine lease and maintenance supplies services throughout the fiscal year following the specifications detailed in the corresponding Countywide Service Agreement. The County of Monterey does not guarantee a minimum of maximum dollar value to any of the Agreements.

Services will include printing copier multifunction machine lease and maintenance supplies services following the specifications in the Countywide Service Agreements. Each Agreement will be included in the County Service Agreement List, eliminating the need for each County department to execute separate agreements. Copies of the Agreements are on file with the Clerk of the Board.

It is also recommended that the Contracts/Purchasing Officer or designee be authorized to increase the cumulative not to exceed amount by up to **10% of the original aggregate amount**, regardless of whether additional Agreements are entered into. The aggregate amount to be spent over the nine (9) year term, with the 10% increase above the not to exceed amount shall not exceed \$550,000.

The approval of this agreement will allow the vendor to provide updated printer, copier, multifunction machines.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved the proposed Agreements as to form and fiscal provisions, respectively.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage the aggregate amount to be spent for all Agreements is not

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anticipated to exceed \$550,000 over the nine (9) year term.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The Board's approval of the recommended agreements will allow the County to continue with printing and copying of documents and ensures that the county departments printing and copying needs are met in a cost effective manner to fit the County's operational needs.

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

Prepared by: Angelica Ruelas, Management Analyst III

Approved by: Debra R. Wilson, Contracts & Purchasing Officer

Approved by: Deborah Paolinelli, Assistant County Administrative Officer

Signed by:

*Debra Wilson, Contracts & Purchasing Officer*

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*Deborah Paolinelli*

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Attachments:

Board Report

Monterey Bay Office Products dba MBS Business Systems Agreement

UBEO LLC Agreement