



# Monterey County

## Item No.18

### Board Report

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

Legistar File Number: A 20-376

September 22, 2020

**Introduced:** 9/4/2020

**Current Status:** General Government -  
Consent

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign a retroactive non-standard Equipment Service and Software Support Agreement with Fluence Automation, LLC to provide equipment service and software support for mail sorting equipment for a total not to exceed amount of \$110,000 for a retroactive term effective July 1, 2020 through June 30, 2022; and
- b. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute annual Equipment Service and Software Schedules (Exhibit A - Annual Service Schedules) to the Agreement with Fluence Automation, LLC to allow uninterrupted services for mail sorting equipment, the cost of which will not exceed \$55,000 per Fiscal Year including sales tax; and
- c. Authorize the Contracts/ Purchasing Officer or Contracts/Purchasing Supervisor to execute the Agreement, future Annual Service Schedules to the Agreement and any amendments thereto that do not significantly alter the scope of work.

**RECOMMENDATION:**

- a. Approve and Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign a retroactive non-standard Equipment Service and Software Support Agreement with Fluence Automation, LLC to provide equipment service and software support for mail sorting equipment for a total not to exceed amount of \$110,000 for a retroactive term effective July 1, 2020 through June 30, 2022; and
- b. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute annual Equipment Service and Software Schedules (Exhibit A - Annual Service Schedules) to the Agreement with Fluence Automation, LLC to allow uninterrupted services for mail sorting equipment, the cost of which will not exceed \$55,000 per Fiscal Year including sales tax; and
- c. Authorize the Contracts/ Purchasing Officer or Contracts/Purchasing Supervisor to execute the Agreement, future Annual Service Schedules to the Agreement and any amendments thereto that do not significantly alter the scope of work.

**SUMMARY/DISCUSSION:**

Mail Operations supports the entire County with interoffice and United States mail processing, sorting and distribution. The current mail sorting equipment has been in place for four (4) years and is essential for this service to be provided efficiently. The current Agreement with Fluence expired June 30, 2020.

The-Contracts/Purchasing team was in full OES activation serving as Logistics during the COVID-19

Legistar File Number: A 20-376

---

crisis. During this time, the non-standard amendment to extend the current equipment service and software support agreement expired. Renewing the Agreement for these services will enable the County to ensure the continuity of business countywide.

**OTHER AGENCY INVOLVEMENT:**

County Counsel and Auditor-Controller have reviewed as to form and legality, and fiscal provisions.

**FINANCING:**

Funds for these services are contained within the approved budget allocations of the department utilizing the services. Expenditures will depend on the actual services requested by the County.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

These actions will help ensure the timely provision of necessary services to all County Departments.

Mark a check to the related board of Supervisors Strategic Initiatives

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

Prepared by:

Debra  
Wilson,  
PhD,  
Contracts/Pu  
rchasing  
Supervisor

DocuSigned by:  
*Debra Wilson, Contracts/Purchasing Supervisor*  
7B741937AA0D41B...

Approved by: Dewayne Woods, Assistant County Administrative Officer

DocuSigned by:  
*Dewayne Woods*  
81F4FA8F23AF46D...

Attachment:

1. Exhibit A - Annual Service Schedules