



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 23-564

January 09, 2024

Introduced: 12/8/2023

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Monterey County Laguna Seca Representative to execute a retroactive Standard Agreement between Smile Business Products, Inc. and the County of Monterey for equipment lease for printers, copiers, and multifunction machine services for Laguna Seca Recreation Area with a term beginning July 1, 2023, through December 31, 2024, for an amount not to exceed of \$50,000.
- b. Approve and authorize the Monterey County Laguna Seca Representative to execute a future amendment to the retroactive Standard Agreement where the total amendments do not exceed ten percent (10%), or \$5,000, of the agreement amount and does not significantly change the scope of work, subject to County Counsel approval for a total not to exceed amount of \$55,000.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Monterey County Laguna Seca Representative to execute a retroactive Standard Agreement between Smile Business Products, Inc. and the County of Monterey for equipment lease for printers, copiers, and multifunction machine services for Laguna Seca Recreation Area with a term beginning July 1, 2023, through December 31, 2024, for an amount not to exceed of \$50,000.
- b. Approve and authorize the Monterey County Laguna Seca Representative to execute a future amendment to the retroactive Standard Agreement where the total amendments do not exceed ten percent (10%), or \$5,000 of the agreement amount and does not significantly change the scope of work, subject to County Counsel approval for a total not to exceed amount of \$55,000.

SUMMARY/DISCUSSION:

The staff at Laguna Seca Recreation Area (LSRA) was notified that the County-Wide Master Agreement with Smile Business Products, Inc., (Smile) that expired on June 30, 2023, would not be extended and the need for a separate Agreement specifically for LSRA would now be necessary. Staff requested updated quotes from Smile to replace the existing equipment located throughout the various departments at LSRA.

Founded in 1997, Smile is based in Sacramento, CA with branch offices throughout Northern and Central California, including Salinas. Smile has successfully provided LSRA with quality equipment and good customer service throughout the four-year term of its County-wide agreement.

The term of the Agreement is July 1, 2023, through December 31, 2024. The Agreement is retroactive due to the amount of lengthy time spent to finalize details with the vendor.

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OTHER AGENCY INVOLVEMENT:

The Office of County Counsel and Auditor-Controller's Office reviewed and approved the proposed Agreement as to form and fiscal provisions, respectively. The office of Risk Management reviewed and approved the insurance coverage and limits.

FINANCING:

The cost of the contracted services provided by Smile Business Products; Inc. is not to exceed \$50,000 for the duration of the Agreement. These fees are part of the annual Fiscal Year 2023-2024 budget in Fund 453, Unit 8579, Appropriation Unit PFP067. The fees for the services in Fiscal Year 2025 will be included in the upcoming budget for Fiscal Years 2024-2025 for Laguna Seca Recreation Area, unless this Agreement is assumed and assigned to Friends of Laguna Seca, whose separate Concession Agreement was recently approved.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors Strategic Initiatives for.

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

Prepared by: Ryan Bell, Administrative Operations Manager, (831) 755-8912

Reviewed by: Bryan Flores, Chief of Parks,

Approved by: Randell Ishii, Director of Public Works, Facilities and Parks,

 DS

The following attachment is on file with Clerk of the Board.

Attachment A - Smile Business Products Retroactive Agreement 2023-2024