



# County of Monterey

Item No.

## Board Report

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

Legistar File Number: A 24-487

October 22, 2024

**Introduced:** 10/11/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and authorize the Public Defender to execute an Agreement with Dataflow Business Systems Inc., to provide a multi-function Ricoh copier model IM C600 for the Public Defender's Office, in the amount of \$18,500, for a three-year term retroactive date of July 1, 2024 through June 30, 2027;
- b. Approve and authorize the Public Defender to execute up to three (3) amendments, subject to County Counsel review, extending the agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$1,850) and the amendments do not significantly alter the scope of work, and do not exceed the maximum amount of \$20,350.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Public Defender to execute an Agreement with Dataflow Business Systems Inc., to provide a multi-function Ricoh copier model IM C600 for the Public Defender's Office, in the amount of \$18,500, for a three-year term retroactive date of July 1, 2024 through June 30, 2027;
- b. Approve and authorize the Public Defender to execute up to three (3) amendments, subject to County Counsel review, extending the agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$1,850) and the amendments do not significantly alter the scope of work, and do not exceed the maximum amount of \$20,350.

### SUMMARY:

The Public Defender's office currently has two additional machines provided by Dataflow Business Systems. This additional third machine, a Ricoh model IM C600, will service the Legal Support Unit to streamline efficiently the demands of a criminal law department. This machine will replace the outdated Toshiba copier provided by Xerox.

### DISCUSSION:

The Public Defender's Office has been in contract with Dataflow Business Systems Inc. to provide Ricoh copiers since 2018. The department previously contracted with Xerox for the provision of one multi-function Toshiba copier with service dates of July 1, 2021, through June 30, 2024. Because the department already has two additional machines with Dataflow, it is adequate and cost effective to have all three machines contracted and serviced under one vendor. Dataflow continues to provide the department with rapid response in maintenance, customer service and continued training sessions.

The County has been working with this vendor to ensure contractor meets the County's insurance provisions therefore this Agreement is retroactive from July 1, 2024 through June 30 2027.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed Agreement as to form. Information Technology department has reviewed Agreement as to form and has authorized the approval of this machines via the County's ITD Multifunction Machine Quote form.

FINANCING:

The costs associated with this agreement are included in the Public Defender's FY 2024-25 Adopted Budget, Fund 001, department 2270, Budget Unit 8169, Appropriation Unit PB001. Future year's costs will be included in the respective annual budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisors Strategic Initiatives by promoting an organization that practices efficient and effective resource management.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

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Approved by: Susan E. Chapman, Public Defender, x.5806

Attachments:  
Board Report  
Standard Agreement Dataflow Business Systems

