



# County of Monterey

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

## Board Report

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**File #:** 13-0362, **Version:** 1

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- a. Approve and authorize the Contracts/Purchasing Officer to sign Master Agreements with Casey Printing, Office Depot and Staples Advantage to provide Countywide Print Shop and Copy Services on an as-needed basis, to the County of Monterey for the initial term of the date of signing the Agreements, through and including April 1, 2016, including the option to extend the Agreements for two (2) additional one (1) year periods, with a yearly aggregate value estimated not to exceed \$500,000; and
- b. Authorize the Contracts/Purchasing Officer to sign similar additional Agreements for Print Shop and Copy Services with qualified contractors who meet the minimum requirements of the County of Monterey.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to sign Master Agreements with Casey Printing, Office Depot and Staples Advantage to provide Countywide Print Shop and Copy Services on an as-needed basis, to the County of Monterey for the initial term of the date of signing the Agreements, through and including April 1, 2016, including the option to extend the Agreements for two (2) additional one (1) year periods, with a yearly aggregate value estimated not to exceed \$500,000.
- b. Authorize the Contracts/Purchasing Officer to sign similar additional Agreements for Print Shop and Copy Services with qualified contractors who meet the minimum requirements of the County of Monterey.

SUMMARY/DISCUSSION:

Services will be provided on an as needed basis under a delivery order process between each requesting County department and the Contractor, in accordance with each individual Contractors pricing sheet. Such services shall include but are not limited to print shop and copy services for the printing and reproduction of required documents. Each Agreement is based upon County requirements as set forth in the terms and conditions of Request for Proposals (RFP #10385). These Agreements will be included in the Master Service Agreement schedule, eliminating the need for separate agreements for each County department. Based on historical usage and spending, the yearly aggregate value is estimated not to exceed \$500,000 for all projects under these Agreements (Copies attached).

OTHER AGENCY INVOLVEMENT:

County Counsel approved the Agreements as to form. The Auditor-Controller's Office and Risk Management have approved the Agreements.

FINANCING:

Based upon the historical usage, funds to be used for these services are estimated not to exceed the yearly aggregate value of \$500,000 for all Agreements. Expenditures will depend on the actual services requested by each individual request or need of County departments and would be covered within the approved fiscal year budget for each individual department. Recommended actions will have no impact on the General Fund.

Approved by:

Approved by:

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Michael Derr                      Date  
Contracts/Purchasing Officer

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Lew Bauman                      Date  
County Administrative Officer

Attachments: Casey Printing Agreement  
                  Staples Agreement  
                  Office Depot Agreement