



County of Monterey

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

Board Report

File #: A 24-315, **Version:** 1

- a. Approve and authorize the Director or designee of the Department of Social Services to sign an agreement with Smile Business Products, Inc. to provide lease equipment maintenance, repair, customer education and analyst services to all Department of Social Services facilities as needed, for the period of July 1, 2024 through June 30, 2028 in the amount of \$368,000; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$36,800) of the amended contract amount, do not significantly change the scope of work, and not to exceed the maximum aggregate amount of \$404,800.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director or designee of the Department of Social Services to sign an agreement with Smile Business Products, Inc. to provide lease equipment maintenance, repair, customer education and analyst services to all Department of Social Services facilities as needed, for the period of July 1, 2024 through June 30, 2028 in the amount of \$368,000; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$36,800) of the amended contract amount, do not significantly change the scope of work, and not to exceed the maximum aggregate amount of \$404,800.

SUMMARY/DISCUSSION:

The Department of Social Services (DSS) received lease proposals from Smile Business Products, Inc. on multi-function printers. The County is currently doing business with Smile Business Products, Inc. on leased multi-function printers on a previous agreement.

This agreement is for the leasing of multi-function printers including scanning, printing, fax capability, copying, collating and other peripheral office equipment. The agreement also provides for delivery, installation, training, and removal of old leased equipment. The leased equipment is necessary to ensure employees have the proper equipment necessary to perform their daily tasks.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor-Controller's Office as to financial provisions.

FINANCING:

Funding for this agreement is provided with a combination of Federal, State and Realignment revenues. Sufficient appropriations and estimated revenues of \$92,000 are included in the Social Services Fund 001-SOC005 in the FY 2024-25 Adopted Budget and FY 2025-26, FY 2026-27 and FY 2027-28 (\$276,000) will be incorporated in the corresponding budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This agreement correlates to the Administration and Health & Human Services Strategic Initiatives adopted by

the Board of Supervisors by providing a safe, efficient, and healthy environment for DSS employees to provide services for our customers.

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by: Sylvia Solis, Administrative Operations Manager x4483

Approved by: Lori A. Medina, DSS Director, x4430

Attachment: Agreement

The proposed agreement is on file with Clerk of the Board as attachment to this Board Report.