



Board Report

File #: A 23-113, **Version:** 1

- a. Approve and authorize the County Clerk/Recorder or their designee to execute a non-standard Agreement between Dataflow Business Systems, Inc. for the lease and maintenance of copy machines and printers (six machines in total), in an amount not to exceed \$137,000 for a three-year (36 month) term from July 1, 2023 through June 30, 2026; and
- b. Authorize the County Clerk/Recorder or their designee to execute up to two (2) amendments to this Agreement, each extending the term by one year, where the cost of each Amendment does not exceed \$50,250, bringing the total maximum not to exceed amount to \$237,500 (original contract price plus 2 amendments).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Clerk/Recorder or their designee to execute a non-standard Agreement between Dataflow Business Systems, Inc. for the lease and maintenance of copy machines and printers (six machines in total), in an amount not to exceed \$137,000 for a three-year (36 month) term from July 1, 2023 through June 30, 2026; and
- b. Authorize the County Clerk/Recorder or their designee to execute up to two (2) amendments to this Agreement, each extending the term by one year, where the cost of each Amendment does not exceed \$50,250, bringing the total maximum not to exceed amount to \$237,500 (original contract price plus 2 amendments).

SUMMARY/DISCUSSION:

The County's current Agreement with Dataflow Business Systems, Inc., providing printer lease and maintenance services for the County Clerk/Recorder expires on June 30, 2023. Based on the vendor-generated quote and printer use data from previous years, the County Clerk Recorder's Office has indicated a total aggregate contract amount of not to exceed \$137,000 for similar services for a three-year (36 month) contract term effective July 1, 2023 to June 30, 2026.

The County Clerk/Recorder has been satisfied with the services performed by this vendor for a number of years and is requesting approval of this non-standard Agreement in order to ensure seamless future performance by the vendor for the near future.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved the Agreement as to form.

FINANCING:

Funds for payment of this agreement have been included in the County Clerk/Recorder's FY 2023-2024 Requested Budget (1180-ACR003-8004). Transactions relating to future fiscal years will be included in each respective Requested Budget.

There is no additional financial impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The services rendered in this agreement provide the County Clerk/Recorder's Office with the additional support

it needs to provide reliable and high-quality services to the residents of Monterey County.

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: Chihiro Marie Tabata, Management Analyst, x6607

Approved by: Xochitl Marina Camacho, Assessor-Clerk/Recorder, x5803

Attachments:

Service Agreement

Exhibit A - Printer/Copier/Multifunction Machine Quote Forms