



County of Monterey

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

Board Report

File #: 21-668, **Version:** 1

- a. Approve and authorize the Library Director or Designee to enter into a Professional Services Agreement (PSA) with DataFlow Business Systems Inc., for leased copiers and coin op machines to all Library locations, including services for maintenance, delivery, pick up, repair and toners supplies, retroactive from July 1, 2021 to June 30, 2024, in the amount of \$270,000.00 for a three (3) year period.
- b. Authorize the Library Director or Designee to execute up to three (3) future amendments to the agreement where the total amendments do not exceed 10% (\$27,000) of the contract amount and do not significantly change the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Library Director or Designee to enter into a Professional Services Agreement (PSA) with DataFlow Business Systems Inc., for leased copiers and coin op machines to all Library locations, including services for maintenance, delivery, pick up, repair and toners supplies, retroactive from July 1, 2021 to June 30, 2024, in the amount of \$270,000.00 for a three (3) year period.
- b. Authorize the Library Director or Designee to execute up to three (3) future amendments to the agreement where the total amendments do not exceed 10% (\$27,000) of the contract amount and do not significantly change the scope of work.

SUMMARY:

Monterey County Free Libraries offers photocopy, scanning, and printing services in all of the libraries' locations. MCFL charges a fee for these services through coin operated machines that are compatible with the photocopy machines. These machines provide all in one functions - copy, scan and print. The machines currently used are provided by DataFlow Business Systems. DataFlow Business Systems, Inc. (DBS) has been leasing machines with MCFL for the last three (3) years and is familiar with the library staff, locations, operations and the Libraries' needs. In the past, DataFlow Business Systems have provided training tools and assistance to Library Staff regarding the functions of the machines.

MCFL underwent a selection and bid process with two other Contractors on these services and Dataflow Business Systems, Inc. (DBS) ranked highest with the qualifications that meet MCFL's needs.

The recommended action will enable Monterey County Free Libraries (MCFL) to continue to provide uninterrupted copy services to its patrons through continuing to lease the machines through DataFlow Business Systems, Inc.

DISCUSSION/OTHER AGENCY INVOLVEMENT:

The proposed Agreement has been reviewed and approved by the Auditor-Controller's Office as to fiscal terms, by Risk Management regarding insurance and indemnification provisions, and by the Information Technology Department regarding non-standard computer/technology projects.

FINANCING:

The recommended Professional Services Agreement (PSA) provides for a total amount of \$270,000.00 over a three year period. It is anticipated that the agreement will cost less than \$90,000 a year for nineteen (19) machines and sixteen (16) coin operated machines, with the additional services of repair, maintenance, and supply of toners.

Funds have been appropriated in the Library Budget Unit 6110 for FY 2021-22 and through the three forecasted years to cover the cost of the Agreement. Approval will have no impact on the County General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The approval of the Professional Service Agreement will facilitate Monterey County Free Libraries' mission to serve the community and continue to provide services that inspire, inform and provide opportunities for individual and community enhancement.

- ☐ Economic Development
- ☐ Administration
- ☒ Health & Human Services
- ☐ Public Safety

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Approved by: Hillary Theyer, Library Director, (831)883-7566

Attachments:

County Standard Agreement - MCFL with Dataflow Business Systems, Inc.

Exhibit A - Scope of Services

Printer/Copier Multifunction Machine Quote Forms