



County of Monterey

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

Board Report

File #: 20-996, Version: 1

- a. Approve an Amendment to Agreement No. A-14133 between the County of Monterey, by and through the Monterey County Treasurer-Tax Collector, and CUMMINS ALLISON CORP, to retroactively increase the annual amount of the Agreement by \$1,884, for a new total not to exceed \$22,200, for the period of September 28, 2018 through September 27, 2021; and
- b. Authorize the Monterey County Treasurer-Tax Collector to execute the Amendment; and
- c. Authorize the Monterey County Treasurer-Tax Collector to further Amend the Agreement with Cummins Allison Corp in the future to extend it by one three-year extension or up to three one-year contract extensions where the extending Amendments do not significantly change the scope of work and do not exceed the Agreement amount of \$10,000 per annual extension.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve an Amendment to Agreement No. A-14133 between the County of Monterey, by and through the Monterey County Treasurer-Tax Collector, and CUMMINS ALLISON CORP, to retroactively increase the annual amount of the Agreement by \$1,884, for a new total not to exceed \$22,200, for the period of September 28, 2018 through September 27, 2021; and
- b. Authorize the Monterey County Treasurer-Tax Collector to execute the Amendment; and
- c. Authorize the Monterey County Treasurer-Tax Collector to further Amend the Agreement with Cummins Allison Corp in the future to extend it by one three-year extension or up to three one-year contract extensions where the extending Amendments do not significantly change the scope of work and do not exceed the Agreement amount of \$10,000 per annual extension.

SUMMARY/DISCUSSION:

The Treasurer-Tax Collector currently utilizes Cummins Allison to provide preventative maintenance and equipment repairs to the 11 currency counters and counterfeit detection machines used in the Treasurer-Tax Collector office to support the cash collection processes for Property Tax, Court fines and fees, and Cannabis Tax collections. This equipment provides the tools necessary to process large sums of cash in an efficient and effective manner. This equipment aids in identifying suspicious currency to help prevent loss related to counterfeit bills. It is extremely valuable to keep these machines in proper working condition.

The maintenance Agreement with Cummins Allison was initiated in 2018 based on the Treasurer-Tax Collector utilizing 10 currency counters. The purchase of an additional currency counter was required in 2019 due to the additional workload associated with the collection of the Cannabis Tax. Due to a miscommunication, the additional equipment was not immediately formally added to the Agreement, although it has been maintained under the terms of the Agreement to date as if it were. Retroactively adding the equipment to the Agreement formalizes the maintenance obligation for the equipment and accounts for the additional cost associated with the inclusion of that equipment under the Agreement. The Treasurer-Tax Collector has found Cummins Allison to be a company that has performed at a high level for the County of Monterey since at least 2003.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed this report and has recommended that the Treasurer-Tax Collector seek Board approval for this retroactive amendment and to clarify the authority of the Treasurer-Tax Collector to extend the Agreement in the future.

FINANCING:

Agreement costs are included in the Treasurer-Tax Collector's FY 2020-21 budget. Approval of the recommended Amendment has no impact on the County's General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES

The request to increase the preventative maintenance agreement supports the County Administration policy in that well maintained currency counting equipment provides cash handling staff with tools that effectively and efficiently process cash payments and identify potential counterfeit currency to aide with customer service and customer confidence, as well as assisting with an efficient bank deposit process.

Mark a check to the related Board of Supervisors Strategic Initiatives

Administration

Prepared by: Sean Gomes, Finance Systems Manager, x5436

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

Attachments: Executed Agreement No. A-14133
Proposed Amendment