



County of Monterey

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

Board Report

File #: A 18-100, Version: 1

- a. Approve and authorize the Contracts/Purchasing Officer, or Contracts/Purchasing Supervisor, to sign Countywide Service Agreements with Casey Printing, Inc., Central Valley Business Forms, CopyMat Salinas, LLC., Choe Trade Group, Inc. dba Rapid Printers of Monterey, and Kevin Cardona dba Printworks.Solutions to provide Countywide Print Shop and Copy Services on an as-needed basis, to the County of Monterey for the initial term of April 1, 2018 through and including March 31, 2021, 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, or Contracts/Purchasing Supervisor, to sign similar additional Agreements for Print Shop Services with qualified contractors, who meet the same minimum qualifications as those contractors listed in item a, above. These similar additional Agreements would run through the same term and with the same extension options as those in item a, above, and would not change the yearly aggregate estimated value of services to be ordered under these Agreements.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer, or Contracts/Purchasing Supervisor, to sign Countywide Service Agreements with Casey Printing, Inc., Central Valley Business Forms, CopyMat Salinas, LLC., Choe Trade Group, Inc. dba Rapid Printers of Monterey, and Kevin Cardona dba Printworks.Solutions to provide Countywide Print Shop and Copy Services on an as-needed basis, to the County of Monterey for the initial term of April 1, 2018 through and including March 31, 2021, 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, or Contracts/Purchasing Supervisor, to sign similar additional Agreements for Print Shop Services with qualified contractors, who meet the same minimum qualifications as those contractors listed in item a, above. These similar additional Agreements would run through the same term and with the same extension options as those in item a, above, and would not change the yearly aggregate estimated value of services to be ordered under these Agreements.

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 #10653). These Agreements will be included in the Master Countywide 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 of the Agreements are on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and 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 the 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. The recommended actions will have no impact on the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

These actions will help ensure the timely provision of necessary services to all County departments.

Mark a check to the related Board of Supervisors Strategic Initiatives:

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

Prepared by:

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Contracts/ Purchasing Supervisor

Approved by:

Approved by:

Michael Derr
Contracts/Purchasing Officer

Dewayne Woods
Assistant CAO

Attachments: 1. Casey Printing, Inc. Agreement
2. Central Valley Business Forms Agreement
3. Copymat Salinas LLC Agreement
4. Rapid Printers of Monterey Agreement
5. Printworks.Solutions Agreement
(Copies on file with the Clerk of the Board.)