



Board Report

File #: A 18-397, Version: 1

- a. Approve and authorize the Treasurer-Tax Collector to sign and execute a three-year Agreement with Cummins-Allison Corp. to provide Preventative Maintenance services, effective September 28, 2018 through September 27, 2021, at a cost not to exceed \$20,316;
- b. Approve the recommendation of the Treasurer-Tax Collector to approve the following non-standard risk provisions: insurance, indemnification, and limitations on liability; and,
- c. Approve and authorize the Treasurer-Tax Collector, through September 28, 2028, to sign and execute agreements containing substantially identical terms, including non-standard indemnification provisions and limitations on liability provisions, in future maintenance agreements with Cummins-Allison Corp.: (i) when the value does not exceed \$10,000 per year; (ii) where the cumulative value of all agreements entered into under the authority requested herein does not exceed \$100,000; and, (iii) subject to review and approval by County Counsel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Treasurer-Tax Collector to sign and execute a three-year Agreement with Cummins-Allison Corp. to provide Preventative Maintenance services, effective September 28, 2018 through September 27, 2021, at a cost not to exceed \$20,316;
- b. Approve the recommendation of the Treasurer-Tax Collector to approve the following non-standard risk provisions: insurance, indemnification, and limitations on liability; and,
- c. Approve and authorize the Treasurer-Tax Collector, through September 28, 2028, to sign and execute agreements containing substantially identical terms, including non-standard indemnification provisions and limitations on liability provisions, in future maintenance agreements with Cummins-Allison Corp.: (i) when the value does not exceed \$10,000 per year; (ii) where the cumulative value of all agreements entered into under the authority requested herein does not exceed \$100,000; and, (iii) subject to review and approval by County Counsel.

SUMMARY/DISCUSSION:

The Treasurer-Tax Collector (TTC) utilizes Cummins-Allison Corp. services for preventative maintenance and equipment repairs for ten (10) currency counters/counterfeit detection machines. Cummins-Allison Corp. has a unique knowledge of the specialized equipment, and provides responsive and affordable customer service. Quick response to maintain the machines helps ensure accurate and efficient processing of high volumes of cash, and provides a layer of security from potential revenue losses by identifying suspicious currency at the point of payment, before it is accepted by the County. To maintain this ongoing, department-specific, standard and necessary business need, it is recommended that the Board approve and authorize the TTC to enter into future agreements with this vendor, so long as they contain substantially identical non-standard terms to the three-year agreement attached hereto. Authority to enter such agreements is requested for a ten-year period ending September 28, 2028, and is limited to agreements where the annual dollar value does not exceed \$10,000 and where the total cumulative value of all such agreements does not exceed \$100,000. All future agreements would be subject to review by County Counsel to ensure that they fall within the authority requested herein, including confirmation that any non-standard risk and liability provisions are substantially identical to those in the attached agreement. The TTC will be required to seek Board approval if future non-standard maintenance agreements with Cummins-Allison Corp. include revised or expanded scope of services,

and/or exceed \$10,000 per year.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed this report and Agreement, and recommends that the Treasurer-Tax Collector seek Board approval for the non-standard indemnification and limitations on liability provisions. Assuming Board approval of recommended actions, County Counsel review remains a requirement for future substantially identical agreements, to ensure consistency with Board approved terms that authorize the TTC to accept non-standard indemnification and limitations on liability provisions through September 28, 2028.

FINANCING:

Charges from Cummins-Allison Corp. for preventative maintenance services of TTC currency counters/counterfeit detection equipment average less than \$7,000 per year. Related service charge expenditures for FY 2018-19, estimated at \$6,772, are included in the approved budget. There is no additional impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Well maintained currency counting/counterfeit detection equipment is essential for the accurate and efficient processing and banking of cash payments.

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

Prepared by: Sean Gomes, Finance Systems Manager, ext. 5436

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, ext. 5015

All attachments are on file with the Clerk of the Board:
Attachment A: Cummins Allison Corp. Services Agreement