



County of Monterey

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

Board Report

File #: A 20-202, **Version:** 1

- a. Approve the standard Agreement between Dataflow Business Systems Inc. and the County for the lease and maintenance of 2 Ricoh MP5055sp Copiers, with a total amount not to exceed \$8,000 per fiscal year for a total of \$24,000.00 for the initial three-year term from July 1, 2020 through June 30, 2023; and
- b. Authorize the Assessor to execute the initial Agreement for \$24,000.00, and up to three future annual extensions of the Agreement which do not significantly alter the scope of work and do not exceed 10% of the initial annual cost (\$8,000.00) for each additional one-year period.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the standard AGREEMENT between Dataflow Business Systems Inc. and the County for the lease and maintenance of 2 Ricoh MP5055sp Copiers, with a total amount not to exceed \$8,000 per fiscal year for a total of \$24,000.00 for the initial three-year term from July 1, 2020 through June 30, 2023; and
- b. Authorize the Assessor to execute the initial AGREEMENT for \$24,000.00, and up to three future annual extensions of the AGREEMENT which do not significantly alter the scope of work and do not exceed 10% of the initial annual cost (\$8,000.00) for each additional one-year period.

SUMMARY/DISCUSSION:

The County's current Agreement with Dataflow Business Systems Inc., providing copier lease and maintenance services for the Assessor, expires on June 30, 2020. Based on a new quote, Dataflow Business Systems Inc. has indicated an annual cost for similar services for fiscal year 2020-2023 of \$8,000 for these services per year for a total three year contract in an amount of \$24,000.00. Based on prior years, a 10% increase is anticipated for similar services from Dataflow Business Systems Inc. for additional optional years. The Assessor has been satisfied with the services performed by this vendor for a number of years and is requesting the authority to proceed as requested to ensure seamless future performance by the vendor for the near future. This Agreement will result in an aggregate fiscal liability for this vendor over \$100,000. The annual cost of the agreement and the optional four one-year extensions shall not exceed \$8,000, plus a 10% cola for the life of the agreement and the anticipated annual extension options.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The funds for payment of this Agreement have been included in the Assessor's Department (1180-ACR001-8003) FY 2020-21 Recommended Budget. Expenditures related to future year expenditures through the term of the initial Agreement and any optional extension years will be included in appropriate future year budget requests, at an annual amount not to exceed \$8,000 plus an annual increase of 10% of the initial annual cost of the Agreement (\$8,000.00) per extension/year after the initial three year term.

There is no additional financial impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The services rendered in this agreement provide the Assessor 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: Emma Rayas, Administrative Services Officer, x 5930

Approved by: Stephen L. Vagnini, Assessor-Clerk/Recorder

Attachments:

Service Agreement

Exhibit A