



County of Monterey

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

Board Report

File #: A 20-441, **Version:** 1

- a. Approve and authorize the County Clerk/Recorder (CCR) or his designee to execute a County Standard Agreement with Dataflow Business Systems, Inc. (Dataflow), for the lease and maintenance of three (3) Lexmark M5255 printers in an amount not to exceed \$54,000 for the three-year term of November 1, 2020 to June 30, 2023, for a total aggregate contract amount with this vendor in excess of \$100,000; and
- b. Authorize the CCR authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Clerk/Recorder (CCR) or his designee to execute a County Standard Agreement with Dataflow Business Systems, Inc. (Dataflow), for the lease and maintenance of three (3) Lexmark M5255 printers in an amount not to exceed \$54,000 for the three-year term of November 1, 2020 to June 30, 2023, for a total aggregate contract amount with this vendor in excess of \$100,000; and
- b. Authorize the CCR authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.

SUMMARY/DISCUSSION:

The printers in the County Clerk/Recorder (CCR) Office are over 11 years old, making it difficult to find parts for repairs which is becoming more frequent. The CCR provides copies of Official and Vital Records which makes having reliable printers a necessity. The CCR currently has copier leases with this vendor and has been satisfied with the services performed by this vendor.

The CCR request that the Board approve an Agreement effective November 1, 2020 thru June 30, 2023, between Dataflow and the Monterey CCR office. The requested future annual amendments/extensions under similar terms will permit the seamless provision of these services by the Vendor.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved this report as to form.

FINANCING:

There are sufficient funds in the CCR's Department (1180-ACR003-8004) FY 2020-2021 Adopted Budget to cover the annual amount of \$12,000 for two printers. There is \$6,000 in the CCR's (1180-ACR002-8004) FY 2020-21 Adopted Budget to cover the annual amount for the third printer. Transactions relating to future fiscal years will be included in each respective Recommended Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The services rendered in this agreement provide the CCR 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: Corina Morgan, Finance Manager, x5821

Authorized by:

Stephen L. Vagnini
Assessor-County Clerk/Recorder, x5803

Attachments:

Service Agreement