



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 25-350

August 26, 2025

Introduced: 8/12/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Public Defender to execute an Agreement with Dataflow Business Systems Inc., to provide two (2) multi-function Ricoh copiers model IM C6010 and IM 6000 for the Public Defender's Office, in the amount of \$36,500, for a three-year term retroactive date of July 1, 2025 through June 30, 2028;
- b. Approve and authorize the Public Defender to execute up to three (3) amendments, subject to County Counsel review, extending the agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$3,650) and the amendments do not significantly alter the scope of work, and do not exceed the maximum amount of \$40,150.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Public Defender to execute an Agreement with Dataflow Business Systems Inc., to provide two (2) multi-function Ricoh copiers model IM C6010 and IM 6000 for the Public Defender's Office, in the amount of \$36,500, for a three-year term retroactive date of July 1, 2025 through June 30, 2028;
- b. Approve and authorize the Public Defender to execute up to three (3) amendments, subject to County Counsel review, extending the agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$3,650) and the amendments do not significantly alter the scope of work, and do not exceed the maximum amount of \$40,150.

SUMMARY:

The Public Defender's office upgraded current leased copier machines with Ricoh models IM 6000 and IM C6010 to streamline efficiently the demands of a criminal law department.

DISCUSSION:

The Public Defender's Office has been in contract with Dataflow Business Systems Inc. to provide Ricoh copiers since 2018. Dataflow continues to provide the department with rapid response in maintenance, customer service and continued training sessions.

The County has been working with Dataflow to ensure machines were upgraded while ensuring monthly rental fees stay within budgeted amounts. Lease for Ricoh model IM 6000 will be on a thirty-six-month term with a monthly rental fee of \$257.03 per month plus \$0.006 cost per black & white copy. Lease for Ricoh model IM C6010 will be on a thirty-six-month term with a monthly rental

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fee of \$346.55 per moth plus \$0.055 cost per color copy and \$0.0075 cost per black & white copy.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed Agreement as to form. Information Technology department has reviewed Agreement as to form and has authorized the approval of this machines via the County's ITD Multifunction Machine Quote form.

FINANCING:

The costs associated with this agreement are included in the Public Defender's FY 2025-26 Adopted Budget, Fund 001, department 2270, Budget Unit 8169, Appropriation Unit PB001. Future year's costs will be included in the respective annual budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisors Strategic Initiatives by promoting an organization that practices efficient and effective resource management.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

Prepared by: Becky Avila, Management Analyst II, x.3048

Approved by: Nick Chiulos, Chief Assistant County Administrative Officer / Administrative Department Head, x.5145

Nick Chiulos

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Attachments:

Board Report

Standard Agreement Dataflow Business Systems