



# County of Monterey

**Item No.24**

## Board Report

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

**Legistar File Number: 25-915**

**January 06, 2026**

**Introduced:** 12/8/2025

**Current Status:** General Government -  
Consent

**Version:** 1

**Matter Type:** General Agenda Item

- a. Authorize the Chief Contracts and Procurement Officer or designee, under the terms of Region 4 Education Service Center OMNIA Cooperative Agreement R241205, to execute a retroactive non-standard Agreement with Xerox Corporation to provide a multi-functioning Xerox C8170H2 copier for the Elections Department for the term retroactive to November 1, 2025 to October 31, 2028 for a total amount not to exceed \$10,000; and
- b. Accept the non-standard terms and conditions contained in the vendor's contract pursuant to the recommendation of the Registrar of Voters; and
- c. Authorize the Chief Contracts and Procurement Officer or designee to execute up to two (2) future amendments to the Agreement, extending the agreement by one (1) year each, where the amendments do not significantly change the scope of services and where the additional costs do not exceed more than 10% (\$1,000) of the original agreement amount of \$10,000 for an aggregate do not exceed amount of \$11,000.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Chief Contracts and Procurement Officer or designee, under the terms of Region 4 Education Service Center OMNIA Cooperative Agreement R241205, to execute a retroactive non-standard Agreement with Xerox Corporation to provide a multi-functioning Xerox C8170H2 copier for the Elections Department for the term retroactive to November 1, 2025 to October 31, 2028 for a total amount not to exceed \$10,000; and
- b. Accept the non-standard terms and conditions contained in the vendor's contract pursuant to the recommendation of the Registrar of Voters; and
- c. Authorize the Chief Contracts and Procurement Officer or designee to execute up to two (2) future amendments to the Agreement, extending the agreement by one (1) year each, where the amendments do not significantly change the scope of services and where the additional costs do not exceed more than 10% (\$1,000) of the original agreement amount of \$10,000 for an aggregate do not exceed amount of \$11,000.

### SUMMARY

The Elections Department currently has one Xerox copier model C8170H2 with Xerox Corporation (the Vendor) that provides copy, print and scanning capabilities essential to the Department's functions.

DISCUSSION:

This Agreement replaces a previous countywide contract with the Vendor that governed the original copier lease. The countywide contract ended during the Department's lease period with the Vendor and requires the Department to secure a new contract mid-lease. Given this opportunity, the Department reviewed alternative vendors and pricing and determined that Xerox Corporation offered the most competitive pricing for the required services. Negotiations with the Vendor to secure discounted pricing under a cooperative agreement required additional time and acceptance of non-standard terms and conditions; therefore, this agreement is retroactive from November 1, 2025 through October 31, 2028.

The Agreement will enable the Department to sustain daily operations and support essential employee tasks. During election periods, the copier's high-volume capacity ensures greater efficiency in reviewing ballot and voter guide design/formatting as well as upholding quality control throughout the ballot and voter guide review process.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

County Counsel has reviewed and approved as to form and by the Auditor-Controller regarding payment provisions.

FINANCING:

Funding for this agreement is incorporated into Elections FY 2025-26 budget. There is no additional cost to the County General Fund. Funding for subsequent years will be incorporated into future budgets.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Mark a check to the related Board of Supervisors Strategic Plan Goals:

- ☐ Well-Being and Quality of Life
- ☐ Sustainable Infrastructure for the Present and Future
- ☐ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☐ Dynamic Organization and Employer of Choice

If does not fall under any of the above Board of Supervisors Strategic Plan Goals (Other):

☒ Administrative

This item is in line with the Board's vision for providing efficient service and cost neutral administration.

Prepared by: Mary Kikuchi, Management Analyst II, x1491

Approved by: Gina Martinez, Registrar of Voters, x1499

Attachments:

Attachment A - Lease Agreement

Attachment B - Region 4 Education OMNIA Cooperative Contract R241205