



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 24-424

August 27, 2024

Introduced: 8/16/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Chief Information Officer of the Information Technology Department to sign an Agreement with Smile Business Products, Inc for copier service in an amount not to exceed \$33,377 retroactive to July 1, 2024 through June 30, 2027; and
- b. Authorize the Chief Information Officer to sign up to two (2) renewals of one (1) year each, of the agreement, provided additional costs do not exceed ten percent (10%) of the cost of the prior year subject to County Counsel review and provided the terms of the agreement remain substantially the same bringing the maximum compensation Not to Exceed amount to \$58,984.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Chief Information Officer of the Information Technology Department to sign an Agreement with Smile Business Products, Inc for copier service in an amount not to exceed \$33,377 retroactive to July 1, 2024 through June 30, 2027; and
- b. Authorize the Chief Information Officer to sign up to two (2) renewals of one (1) year each, of the agreement, provided additional costs do not exceed ten percent (10%) of the cost of the prior year subject to County Counsel review and provided the terms of the agreement remain substantially the same bringing the maximum compensation Not to Exceed amount to \$58,984.

SUMMARY/DISCUSSION:

Smile Business Products, Incorporated (Smile) provides copier leasing services for the Information Technology Department (ITD). ITD has requested to upgrade the multifunction copier machines.

Smile is the current vendor providing the ITD copier leasing services for two copiers located at administration office on Moffett Street, Salinas, and one copier located at the radio shop on Laurel Road, Salinas.

Smile was an authorized vendor for departments to utilize under a county-wide master agreement, which was not renewed. While receiving quotes from other copier vendor services the agreement expired. ITD chose to keep our current copier service with Smile retroactive to July 1st.

The approval of this agreement will allow the vendor to provide updated printer, copier, multifunction machines.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed and approved this agreement as to legal form, and the Auditor-Controller reviewed and approved as to payment provisions.

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FINANCING:

ITD has sufficient appropriations to support the cost of this Agreement within the FY 2024-25 Adopted Budget, ITD 1930, Appropriations Unit INF002. Any future year budget requirements will be included with each respective fiscal year budget submission.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The upgrades to ITD's current copier services will continue to provide the department with the updated office equipment.

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

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

DocuSigned by:

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Eric A. Chatham, Chief Information Officer, 759-6920

Attachments:

Exhibit A

Smile Business Products Agreement