



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: A 26-288**

**June 23, 2026**

**Introduced:** 6/11/2026

**Current Status:** Agenda Ready

**Version:** 2

**Matter Type:** BoS Agreement

- a. Authorize the County Purchasing Agent or designee to execute Amendment No. 2 to the Standard Agreement with Smile Business Products, Inc., to provide Printer/Copier/Multifunction machine installation, lease, equipment maintenance, repair, servicing support to the Probation Department, where the amendment extends the term of the Agreement for two additional years for a revised term of July 1, 2024 through June 30, 2028, and increases the Agreement's amount by \$150,000 for an updated amount not to exceed \$310,000; and
- b. Authorize the County Purchasing Agent or designee to execute future amendments to the Agreement, provided that these amendments do not exceed an aggregate amount of \$200,000 per fiscal year and fall within the signing authority of the County Purchasing Agent or designee.

#### RECOMMENDATION:

- a. Authorize the County Purchasing Agent or designee to execute Amendment No. 2 to the Standard Agreement with Smile Business Products, Inc., to provide Printer/Copier/Multifunction machine installation, lease, equipment maintenance, repair, servicing support to the Probation Department, where the amendment extends the term of the Agreement for two additional years for a revised term of July 1, 2024 through June 30, 2028, and increases the Agreement's amount by \$150,000 for an updated amount not to exceed \$310,000; and
- b. Authorize the County Purchasing Agent or designee to execute future amendments to the Agreement, provided that these amendments do not exceed an aggregate amount of \$200,000 per fiscal year and fall within the signing authority of the County Purchasing Agent or designee.

#### SUMMARY:

The County of Monterey, Probation Department, has an agreement with Smile Business Products, Inc. (Smile) to provide Printer/Copier/Multifunction machine installation, lease, equipment maintenance, repair, servicing support to the Probation Department. The Agreement with Smile expires on June 30, 2026. The Probation Department has drafted Amendment No. 2 to the Agreement to allow for continuation of services for the next two fiscal years.

#### DISCUSSION:

The County of Monterey entered into a Standard Agreement with Smile Business Products, Inc. on July 1, 2024, to provide Printer/Copier/Multifunction machine installation, lease, equipment maintenance, repair, servicing support to the Probation Department. Amendment No. 1 to the Agreement was executed on April 23, 2025 to extend the term for one additional year through June 30, 2026 and to increase the Agreement's amount by \$15,000 for a revised total not to exceed amount of \$160,000.

The Probation Department has an ongoing need for the services covered under the Agreement beyond its June 30, 2026 expiration date.

Amendment No. 2 to the Agreement with Smile has been drafted to extend the term for two additional years through June 30, 2028 and to increase the Agreement's amount by \$150,000 for a total not to exceed amount of \$310,000. Additionally, the amendment includes language regarding Data Security and Device Storage recommended by the Department Information Systems Manager and County Information Technology Department. The amendment requires Board approval due to the total not to exceed amount exceeding \$200,000. However, services under this contract do not exceed \$200,000 per fiscal year. An estimated \$75,000 is allocated per fiscal year for services under this contract. Probation is seeking approval from the Board to execute Amendment No. 2 and to allow the execution of future amendments with Smile, granted that the amendments do not exceed an aggregate amount of \$200,000 per fiscal year and fall within the signing authority of the County Purchasing Agent or designee subject to County Counsel review and approval.

**OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:**

The proposed Amendment No. 2 to the Agreement with Smile has been approved by the Office of County Counsel as to legal form and by the Auditor-Controller as to fiscal terms. The County's Information Technology Department has reviewed the amendment and approves as to content. Contracts Purchasing has been consulted for guidance regarding the County Purchasing Agent's agent signing authority limits.

**FINANCING:**

Sufficient appropriations and funding are included in Probation's FY 2026-2027 Adopted Budget for Appropriation Unit PRO001, Unit 8165, Unit 8163, Unit 8166, Unit 8167, and Unit 8164. Subsequent fiscal years will be incorporated into the annual budget approval process. The recommended action results in no additional cost to the County General Fund.

**BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:**

This recommendation supports the Board of Supervisor Strategic Plan Goals of Dynamic Organization and Employer of Choice as services through the Agreement provide County employees with the equipment needed to complete administrative tasks and work responsibilities.

- 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

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Approved by: Jose Ramirez, Chief Probation Officer, Ext. 3913

**Attachments:**

- Amendment No. 2 to Agreement with Smile
- Amendment No. 1 to Agreement with Smile

Agreement with Smile