



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 25-172

June 10, 2025

Introduced: 5/12/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Contracts and Purchasing Officer or designee to execute an Amendment No. 1 to Agreement No. A-16076 with Smile Business Products, Inc. for the provision of equipment leases for printers, copiers, and multifunction machine services for all Health Department facilities as needed, extending the term for an additional three (3) years, for a new term of July 1, 2022 to June 30, 2028, adding \$730,000 for a new total Agreement amount not to exceed \$1,380,000; and
- b. Approve and authorize the Contracts and Purchasing Officer or designee to execute up to three (3) future amendments to the Agreement which do not significantly alter the scope of work and in the aggregate do not cause an increase of more than 10% (\$65,000) of the original contract amount, do not to significantly change the scope of work in order to accommodate the various departmental lease renewals and purchases as needed, and do not exceed the maximum aggregate amount of \$1,445,000.

RECOMMENDATION:

It is recommended that the County of Monterey Board of Supervisors:

- a. Approve and authorize the Contracts and Purchasing Officer or designee to execute an Amendment No. 1 to Agreement No. A-16076 with Smile Business Products, Inc. for the provision of equipment leases for printers, copiers, and multifunction machine services for all Health Department facilities as needed, extending the term for an additional three (3) years, for a new term of July 1, 2022 to June 30, 2028, adding \$730,000 for a new total Agreement amount not to exceed \$1,380,000; and
- b. Approve and authorize the Contracts and Purchasing Officer or designee to execute up to three (3) future amendments to the Agreement which do not significantly alter the scope of work and in the aggregate do not cause an increase of more than 10% (\$65,000) of the original contract amount, do not to significantly change the scope of work in order to accommodate the various departmental lease renewals and purchases as needed, and do not exceed the maximum aggregate amount of \$1,445,000.

SUMMARY/DISCUSSION:

The County of Monterey Health Department (MCHD) relies heavily on high-volume printing, copying, scanning, and faxing to support clinical services, administrative operations, and public health programs. This Amendment No. 1 will allow MCHD to maintain critical day-to-day operations across its facilities by ensuring continuity of service for existing leased equipment and allowing the acquisition of new machines as operational needs evolve. Smile Business Products has provided consistent, reliable services to the County for over ten years and has developed a strong understanding of the Health Department's workflow, technical infrastructure, and service requirements. MCHD values this longstanding partnership and seeks to continue working with Smile under this Amendment No. 1.

This work supports the County of Monterey Health Department 2025-2028 Strategic Plan Goal(s): 3. Enhance Employee Wellbeing and Workforce Capacity, and 4. Deepen Organizational Effectiveness and Support Long-Term Sustainability It also supports the following of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller have reviewed and approved this Agreement as to legal form fiscal provisions, respectively.

FINANCING:

The revenue and appropriations for this Agreement are included in the Health Department's FY 2025-26 Requested Budget. For the FYs out, provision will be made in the Requested Budget for the appropriate year.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports all of the Board of Supervisors Strategic Initiatives. It is for executive level consulting services, the outcome of which will contribute to a more efficient use of resources within the organization and also contribute to program expansion for strategic priorities.

Check the related Board of Supervisors Strategic Initiatives:

☐ Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☒ Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☐ Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐ Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐ Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Juanita Sanders, Management Analyst, II, 755-5494

Approved by: Elsa Mendoza Jimenez, Director of Health Services, 755-4526

Attachment:

Board Report

Amendment No. 1

Exhibit A-1
Exhibit B-1
Board Order
Agreement