



County of Monterey

Item No.

Board Report

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

Legistar File Number: 26-201

March 17, 2026

Introduced: 3/2/2026

Current Status: Agenda Ready

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Matter Type: General Agenda Item

- a. Authorize the County Purchasing Agent or designee to execute Countywide Service Agreements based on the criteria set forth in RFP #10961. The agreements are between the County of Monterey and the three (3)-named vendors as follows: Central Valley Business Forms, Inc. DBA Central Valley Business Forms, PrintWorks. Solutions Inc., and Advantage Mailing, LLC, DBA Casey Printing for the provision of Print Shop and Copy Related Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from April 1, 2026, through and including March 31, 2029. The aggregate amount over the term of all Agreements shall not exceed \$2,000,000, in accordance with the terms and conditions set within each Agreement; and,
- b. Authorize the County Purchasing Agent or designee to exercise the option to extend the Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c. Authorize the County Purchasing Agent or designee to execute after one-year, similar additional Agreements for Print Shop and Copy Related Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 31, 2029; and
- d. Authorize the County Purchasing Agent or designee to execute future amendments that do not exceed 10% (\$200,000) of the original aggregate amount and do not significantly alter the scope of services, for a total maximum not to exceed amount of \$2,200,000 for all of the Agreements.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the County Purchasing Agent or designee to execute Countywide Service Agreements based on the criteria set forth in RFP #10961. The agreements are between the County of Monterey and the three (3)-named vendors as follows: Central Valley Business Forms, Inc. DBA Central Valley Business Forms, PrintWorks. Solutions Inc., and Advantage Mailing, LLC, DBA Casey Printing, DBA Casey Printing for the provision of Print Shop and Copy Related Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from April 1, 2026, through and including March 31, 2029. The aggregate amount over the term of all Agreements shall not exceed \$2,000,000, in accordance with the terms and conditions set within each Agreement; and,
- b. Authorize the County Purchasing Agent or designee to exercise the option to extend the

- Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c. Authorize the County Purchasing Agent or designee to execute after one-year, similar additional Agreements for Print Shop and Copy Related Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 31, 2029; and
 - d. Authorize the County Purchasing Agent or designee to execute future amendments that do not exceed 10% (\$200,000) of the original aggregate amount and do not significantly alter the scope of services, for a total maximum not to exceed amount of \$2,200,000 for all of the Agreements.

SUMMARY:

The County of Monterey has a need for a reliable source of print shop and copy services for the printing and reproduction of required documents for the initial term of April 1, 2026 through and including March 31, 2029 with the option to extend the agreements for two (2) additional one (1) year periods, for a total not to exceed a maximum five (5) year Agreement. Services will be provided on an as needed basis under a delivery order process between each requesting County department and the Contractor, in accordance with each individual Contractors pricing sheet. Such services shall include but are not limited to print shops and copy services for the printing and reproduction of required documents. Each Agreement is based upon County requirements as set forth in the terms and conditions of Request for Proposals (RFP #10961).

Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$2,000,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally, it is recommended that the County Purchasing Agent or designee be authorized to enter into additional similar Agreements, after one year, with other vendors who otherwise meet the qualifications of RFP #10961 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate at the same time as the Agreements presented before the Board for approval today. It is also recommended that the Chief Contracts and Procurement Officer or designee be authorized to increase the cumulative 'not to exceed' amount by up to 10% of the original aggregate amount, or \$2,200,000, whether or not additional Agreements are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

DISCUSSION:

The services will include a reliable source of print shop and copy services for the printing and reproduction of required documents following the specifications and schedules detailed in the

Countywide Service Agreements. Each Agreement is based on the County requirements as set forth in the terms and conditions of RFP #10961. Each Agreement will be included in the County Service Agreement List, eliminating the need for each County department to execute separate agreements. Copies of the Agreements are on file with the Clerk of the Board.

It is also recommended that the Chief Contracts and Procurement Officer or designee be authorized to increase the cumulative not to exceed amount by up to **10% of the original**

aggregate amount, regardless if or not additional Agreements are entered into. The aggregate amount to be spent over the five (5) year term, with the 10% increase above the not to exceed amount shall not exceed \$2,200,000 for all of the Agreements.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved the proposed Agreements as to form and fiscal provisions, respectively.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10961 is not anticipated to exceed \$2,200,000 over the five (5) year term.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of the recommended agreements will allow the County to continue with existing services to Print Shop and Copy Services to fit the County's operational needs.

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

Prepared by: Angelica Ruelas, Senior Deputy Contracts and Procurement Officer, Ext. 3035

Approved by: Tom Skinner, Acting Chief Contracts & Procurement Officer, Ext. 5791

Attachments:

- Attachment A- Board Report
- Attachment B- Advantage Mailing, LLC, DBA Casey Printing Agreement
- Attachment C- Central Valley Business Forms, Inc. DBA Central Valley Business Forms Agreement
- Attachment D- Printworks.Solutions Inc. Agreement

