



**COUNTY ADMINISTRATIVE OFFICE
GENERAL SERVICES
PRINT & MAIL SERVICES
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One

PETE VANDER POEL
District Two

PHILLIP A. COX
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: February 2, 2016

| | | |
|---|---|---|
| Public Hearing Required | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Scheduled Public Hearing w/Clerk | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Published Notice Required | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Advertised Published Notice | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Meet & Confer Required | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Electronic file(s) has been sent | Yes <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| Budget Transfer (Aud 308) attached | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Personnel Resolution attached | Yes <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s) | Yes <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |

CONTACT PERSON: Art Arreola PHONE: 624-7230

SUBJECT: Approve Mail Equipment Service and Software
Support Agreement with Bell and Howell, LLC.

REQUEST(S):

That the Board of Supervisors:

1. Approve an Agreement with Bell and Howell, LLC to provide service maintenance and software support for a term of 60 months retroactive from November 1, 2015 to October 31, 2020 in the amount of \$183,512.04 plus tax.
2. Approve cancelation of Annual Agreement titled "Bell and Howell Equipment Service and Software Support Schedule No 40022491" effective November 1, 2015.
3. Find that the Board had authority to enter into an Agreement with Bell and Howell, LLC on November 1, 2015.
4. Authorize the Chairman to sign the Agreements and all documents related to the Agreement.

SUMMARY:

Mail Services has one high volume Bell and Howell mail insert and one large high volume state-of-the-art Bell and Howell mail pre-sort machine. Service maintenance and software support has been contracted with Bell and Howell LLC (Contractor) on an annual Agreement basis for the past 10 years. Both pieces of equipment are Bell and Howell Brand thus they are the appropriate contractor for service and support. Mail Services is requesting approval of a new 5 year service maintenance Agreement to take advantage of the discounts offered by the Contractor as well as continuous service. The Agreement will be retroactive due to inadvertent delays in contract negotiations.

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FISCAL IMPACT/FINANCING:

The annual payment schedule is as follows: *\$21,529.51 Year 1, \$39,495.36 Year 2, \$39,890.31 Year 3, \$40,688.11 Year 4, and \$41,908.75 Year 5, plus applicable tax. *The first year payment total will be offset by the current Annual Agreement No 40022491 ending on November 1, 2015.

Funding for the 60 months is included in the FY 2015/2016 budget, under budget line 076-076-7600-7021. There will be no net county cost as the result of this agreement.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. The recommended Board action helps fulfill this initiative by ensuring continuous organizational performance without interruption of service to all departments.

ADMINISTRATIVE SIGN-OFF:

Art Arreola
Print & Mail Services Manager

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Bell and Howell Master Maintenance Agreement
Exhibit A – Bell and Howell Agreement Terms and Payment
Schedule
Exhibit B – Bell and Howell certificate of insurance

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

| | | |
|---|------------------|---|
| IN THE MATTER OF APPROVE EQUIPMENT SERVICE AND SOFTWARE SUPPORT AGREEMENT WITH BELL AND HOWELL, LLC. |)))) | Resolution No. _____ Agreement No. _____ |
|---|------------------|---|

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
 COUNTY ADMINISTRATIVE OFFICER/
 CLERK, BOARD OF SUPERVISORS

BY: _____
 Deputy Clerk

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