



**GENERAL SERVICES AGENCY  
PRINT & MAIL  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
J. STEVEN WORTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** October 30, 2018 - **REVISED**

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"/>
County Counsel Sign-Off	Yes	<input checked="" type="checkbox"/>	N/A	<input 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: Maria Benavides    PHONE: (559) 205-1124				

**SUBJECT:** Amendment to Agreement No. 27503 with Bell and Howell, LLC

**REQUEST(S):**

That the Board of Supervisors:

1. Approve an amendment to Agreement No. 27503 with Bell and Howell, LLC to remove maintenance service for the Criterion II X Bin Sorter and maintain the BH 2000 VIP Inserter for the remainder of the agreement term with RDR & IJ, in an amount not to exceed \$26,914 (\$13,258 for year four, and \$13,656 for year five) effective November 1, 2018 through October 31, 2020.
2. Authorize the Chairman to sign the Amendment.

**SUMMARY:**

On February 2, 2016, the County entered into Agreement No. 27503 with Bell and Howell, LLC for maintenance of a high volume mail insert machine and a large high volume pre-sort machine; effective through October 31, 2020. Recently, Bell and Howell, LLC separated and restructured its organization into two entities: Bell and Howell, LLC and Fluence Automation, LLC. As such, it is requested that the County amend the Bell and Howell agreement to reflect this change, and enter into a new agreement with Fluence Automation effective November 1, 2018.

Under the proposed amendment, Bell and Howell will continue to provide maintenance for the mail insert machine. The County will pay Bell and Howell the originally agreed upon \$13,258 for the period of November 1, 2018 to October 31, 2019, and \$13,656 for the period of November 1, 2019 to October 31, 2020.

The new agreement with Fluence Automation, also before the Board in a separate

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agenda item on this date, will provide maintenance service for the pre-sort machine. The County will pay the originally agreed upon \$27,430 for the period of November 1, 2018 to October 31, 2019, and \$28,253 for the period of November 1, 2019 to October 31, 2020. Maintenance costs, service, and terms and conditions in the Fluence Automation agreement will remain unchanged from the original agreement entered into with Bell and Howell.

**FISCAL IMPACT/FINANCING:**

Upon execution of the proposed amendment the annual payment schedule to Bell and Howell, LLC for mail insert services will be as follows:

<b>COMPANY</b>	<b>11/1/18 to 10/31/19</b>	<b>11/1/19 – 10/31/20</b>	<b>TOTAL</b>
Bell and Howell	\$13,258	\$13,656	\$26,914

There will be no Net County Cost to the General Fund as a result of these agreement changes. The cost to the County for these services will be the same as the original five year agreement. Funding has been included in the fiscal year 2018/19 Mail budget 076-076-7600-7021.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Strategic Business 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: County Administrative Office

Attachment(s)  
A - Bell and Howell, LLC Amendment

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

IN THE MATTER OF AMENDMENT TO )  
AGREEMENT NO. 27503 WITH BELL ) Resolution No. \_\_\_\_\_  
AND HOWELL, LCC ) 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: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

- 1. Approved an amendment to Agreement No. 27503 with Bell and Howell, LLC to remove maintenance service for the Criterion II X Bin Sorter and maintain the BH 2000 VIP Inserter for the remainder of the agreement term with RDR & IJ, in an amount not to exceed \$26,914 (\$13,258 for year four, and \$13,656 for year five) effective November 1, 2018 through October 31, 2020.
- 2. Authorized the Chairman to sign the Amendment.