



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

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: January 15, 2019

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 checked="" type="checkbox"/>	N/A	<input 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: First Amendment to Agreement No. 28694 with Central Valley Business Forms, Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve an amendment to Agreement No. 28694 with Central Valley Business Forms, Inc. to increase the agreement amount by \$150,000 per fiscal year, from \$200,000 to \$350,000, for the period of July 1, 2018 to June 30, 2023.
2. Approve the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).
3. Authorize the Chairman to sign the Agreement.

SUMMARY:

In June 2018, the Board approved Agreement No. 28694 with Central Valley Business Forms, Inc. (CVBF) to provide printing and type-setting services to the County. CVBF's specialty printing services include promotional products, apparel, large format printing, custom printed orders, trade show displays, business cards, decals, and specialty envelopes. County departments access these services through the Print & Mail Division of the General Services Agency.

The agreed upon contract amount was \$200,000 per fiscal year. However, due to an increase in color print service requests, and the variation in the types of products and services requested by County departments, Print & Mail estimates needing to increase the agreement amount by \$150,000 to cover work orders for specialty services for each fiscal year of the contract.

SUBJECT: First Amendment to Agreement No. 28694 with Central Valley Business Forms, Inc.

DATE: January 15, 2019

The original agreement was approved as to form by County Counsel on June 5, 2018 and was approved by the Board of Supervisors on June 26, 2018. There are no substantive deviations from the standard County boilerplate identified in the original agenda item. The proposed first amendment to the agreement does not include any additional deviations from the standard County boilerplate.

The only proposed change to the original agreement, as amended to date, is a change in dollar amount of the agreement. The price for services has not changed. The term of the contract has not changed.

FISCAL IMPACT/FINANCING:

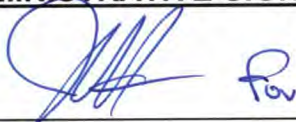
There is no net County cost to the General Fund. Print services are paid for by individual departments based upon their requirements for service.

The attached AUD 308 increases Print budget revenue line 079-079-7500-9421 and expense line 079-079-7500-7112 by \$150,000 for the anticipated increase in print request services this fiscal year. The increased amount will be reflected in the Print budget for future fiscal years.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance initiative to improve organizational effectiveness. The recommended Board action helps fulfill this initiative by ensuring continuous improvement by allowing the print shop to efficiently produce printing for customers without interruption of service.

ADMINISTRATIVE SIGN-OFF:



Art Arreola
Print and Mail Services Manager

cc: County Administrative Office

Attachment(s)

A – Amendment to Agreement No 28694

B – AUD 308

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

IN THE MATTER OF FIRST AMENDMENT)
TO AGREEMENT NO 28694 WITH) Resolution No. _____
CENTRAL VALLEY BUSINESS FORMS,) Agreement No. _____
INC.)

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

* * * * *

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2. Approved the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).
3. Authorized the Chairman to sign the Agreement.

12/11/2018			06/19		2019
Date	Document ID Number		Accounting Period		Budget Fiscal Year
General Services Agency			Rebecca Duvall	205-1119	
Agency Name			Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #		<u>LEVEL 1 Finish Here</u>	Current Amount	Revised Amount	Inc / Dec Amt	
C	079	079	079SSUP			822,501	972,501	150,000	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
Appropriations Total						<i>Need Not Equal Zero</i>	822,501	972,501	150,000

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>	Current Amt	Revised Amount	Inc / Dec Amt	
C	079	079	079SSUP	7500	7112			507,000	657,000	150,000	
C	079	079		7500		9421		1,306,389	1,456,389	(150,000)	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
Line Total								<i>Must Equal Zero</i>	\$ 1,813,389	\$ 2,113,389	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Increasing Print's budget due to an increase in departments services. The increase in expenditures will be offset by expected revenue.



_____ Affected Dept Head Signature

_____ Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 Approved Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

**** Action Codes: A=Add, C=Change, D=Deactivate**
 * Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
 * Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
 * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa