



**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

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** May 19, 2020

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: Maria Benavides    PHONE: 205-1124		

**SUBJECT:** Third Amendment to Agreement No. 25318 with California Business Machines for Copier Services

**REQUEST(S):**

That the Board of Supervisors:

1. Approve an Amendment to Agreement No. 25318 with California Business Machines for copier maintenance and repair services.
2. Authorize The Chair to sign the Agreement.

**SUMMARY:**

On January 10, 2012, the Board entered into two five (5) year agreements for copier services and equipment. Agreement No. 25318 with California Business Machines (CBM) was for copier and maintenance and repair services for existing County machines as well as a new fleet of 350 copiers financed through Agreement No. 25319 with US Bank Equipment Finance. In January 2017, the County made its final payment to US Bank Equipment Finance, ending Agreement No. 25319.

On May 9, 2017, the Board approved the second amendment to Agreement No. 25318 with CBM, extending the agreement for an additional three (3) years. This maintenance and repair agreement will expire June 30, 2020.

Over the last eight years, the Copier Services Division of the General Services Agency (GSA) along with CBM have worked with every County department to update, replace, and maintain both copier hardware and software, as well as provide training and support to staff. As stated in a Board agenda item dated May 9, 2017, the GSA planned to issue a Request for Proposals (RFP) at the end of the current term period. As staff initiated the process of developing the RFP in 2020,

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the COVID-19 Pandemic ensued.

As such, staff believes it is in the County's best interest to postpone the RFP and continue utilizing CBM until Governor Newsom's Executive Order N-33-20 (Stay at Home Order) has been lifted. This will ensure the process is fair and competitive to allow potential vendors the opportunity to participate without the constraints of the pandemic as many vendors may either be closed or operating with a reduced number of staff. Therefore it is requested that the Board approve a third amendment extending the term period from July 1, 2020 to December 31, 2020. Additionally, the amendment includes a price increase for black and white copies from \$0.0075 to \$0.01 per copy due to older copiers requiring more service calls.

**FISCAL IMPACT/FINANCING:**

There is no Net County Cost. Copier services are paid for by individual departments based on business need.

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

The County's Strategic Business Plan includes the Organizational Performance initiative to improve organizational effectiveness. A continued relationship with CBM through the proposed amendment supports this initiative by providing state-of-the-art technology to support better service delivery.

**ADMINISTRATIVE SIGN-OFF:**



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Daniel M. Richardson  
General Services Agency Director

cc: County Administrative Office

Attachment(s) Third Amendment to Agreement No. 25318

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

IN THE MATTER OF THIRD AMENDMENT            )  
TO AGREEMENT NO. 25318 WITH                )  
CALIFORNIA BUSINESS MACHINES            )  
FOR COPIER SERVICES                        )

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: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

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

\* \* \* \* \*

1. Approved an Amendment to Agreement No. 25318 with California Business Machines for copier maintenance and repair services.
2. Authorized The Chair to sign the Agreement.