DEPARTMENT: Data Processing  BY: Richard Campbell  PHONE: 742-6022
RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item: Yes:  No: )
Waive normal bid procedure and either tag onto Tuolumne County contract for copier
and fax services or tag onto Mendocino County copier contract with Spriggs’
Stationery. The copy services will be paid at a rate of 2.63 cents per copy with an
estimated copy volume of 184,803 copies per month. The only additional charge to
the County will be for paper. The existing lease for the Social Services fax is
$91.20 per month. The estimated annual cost for copies and fax machine is estimated
at $59,418.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
It is necessary to replace most County copiers and the Board of Supervisors fax
machine due to the bankruptcy of The Copy Company. GE capitol has not been willing
to maintain the County’s machines under the terms of our contract. The Board
requested that decision be postponed a week due to a lower tag-on bid from Spriggs’
Stationery. The 5 year savings of $22,000 quoted by Spriggs’ was calculated
found to be in error. The actual number is $2,218. A complete financial analysis
is attached, however Taylor Made has agreed to match the Spriggs’ rate of 2.63 cents
per copy and to also provide a plain paper fax to the Board at no additional cost so
there is no cost difference between Taylor and Spriggs’ Stationery. The
contracts and equipment supplied by both companies appear to be comparable.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Go to open bid for copy machines duplicating Tuolumne County’s effort.
Alternatively the County could continue to pay the lease on existing equipment which
requires each department to pay its own copy machine maintenance costs.

COSTS:  ( ) Not Applicable
A. Budgeted current FY  $61,780
B. Total anticipated costs  $59,418
C. Required Add’l funding  $
D. Source: 

SOURCE:  ( ) 4/5ths Vote Required
A. Internal transfers  $
B. Unanticipated revenues  $
C. Reserve for contingency  $
D. Description: 
Balance in Reserve for Contingencies, if approved: $

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK’S USE ONLY:
Res. No.:  94- 475
Ord. No:  
Vote - Ayes:  4  Noes:  
Absent: 
Approved  ( ) Denied  
( ) Minute Order Attached

The foregoing instrument is a the original on file in this office.
Action
Date:

ATTEST:  MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By:  Deputy

ADMINISTRATIVE OFFICER’S
RECOMMENDATION:
This item on agenda as:
✓ Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further correct copy of

Comment:

A.O. Initials:  

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICK CAMPBELL, Data Processing
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: County Copier and Fax Services Contract Resolution Number 94-416

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on September 27, 1994

ACTION AND VOTE:

9:50 a.m. Richard Campbell, Data Processing; Resolution Awarding Three Year Contract for Copy Machines and Fax Machines Pursuant to Competitive Bidding Process of Tuolumne and Mendocino Counties (Continued from 09/20/94)
BOARD ACTION: Discussion was held with Richard Campbell. (M)Parker, (S)Erickson, Res. 94-416 adopted awarding contract to Spriggs’ Stationery/Ayes: Baggett, Balmain, Erickson, Parker; Excused: Taber.

cc: Ken Hawkins, Auditor
    Jeffrey G. Green, County Counsel
    File