

DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_x_)

Resolution Approving County Typewriter Maintenance Agreement with Davis Office Systems and Authorizing Chairman to Sign. Three proposals were received for the annual maintenance agreement on County typewriters. Staff recommends that the Board of Supervisors award the agreement to Davis Office Systems as the lowest bidder.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Proposals were requested from three typewriter maintenance companies in July 1991. Proposals were received from Davis Office Systems: \$3,065; Docherty Business Machine Service: \$3,324; and IPS Business Machines, Inc.: \$4,026.24. IPS Business Machines, Inc. has held the maintenance contract in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Do not award to lowest bidder. Direct award of the agreement to another bidder.
- 2. Do not award to any of the three bidders and request more proposals.

COSTS: () Not Applicable
 A. Budgeted current FY \$ _____
 B. Total anticipated costs \$ 3,065
 C. Required Add'l funding \$ _____
 D. Source: _____

SPECIAL INSTRUCTIONS:
 List the attachments and number the pages consecutively:
 1. Proposal from Davis Office Systems
 2. Proposal from Docherty Business Machines Service
 3. Proposal from IPS Business Machines, Inc.

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

CLERK'S USE ONLY:
 Res. No.: 91-421
 Ord. No.: _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved () Denied
 () Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
 This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

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

Comment: _____

 A.O. Initials: 