

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

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_x_) Resolution Approving Modification of The Copy Company Lease and Authorization for Chairman to Sign. The Copy Company invoiced the payments in a manner which was not acceptable. Since two payments have not been made under the contract, staff recommends that modification be approved to extend the payment dates two months in order to avoid penalty.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors approved the lease of copiers and the fax machine at a rate of \$3,500 per month plus tax from The Copy Company. The invoices were submitted for individual machines rather than for the flat rate and Administration and the Auditor could not approve payment under the terms of the lease. The billing procedure has been corrected, but the County has not made the first two payments. In order to avoid penalties, The Copy Company has agreed to modify the payment period to begin October 1991 rather than August 1991 and waive any penalty.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Do not approve the modification. Past payments will be due with possible penalties.

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

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

- 1. Modification Agreement

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.: 91-476
Ord. No.: _____
Vote - Ayes: 4 Noes: _____
Absent: 1 Abstained: _____
hwt 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: [Signature]

agreement