

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 and 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 Made 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 it's 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: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

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.: 94-416
 Ord. No.: _____
 Vote - Ayes: 4 Noes: _____
 Absent: ~~2~~ Abstained: _____
 Approved () Denied
 (X) Minute Order Attached

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

The foregoing instrument is a the original on Action 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: 

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICK CAMPBELL, Data Processing
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*
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