



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: October 30, 2013

Board Meeting Date: December 10, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director
Scott Johnson, Risk Manager

Subject: Amendment to the Agreement with Sharp Business Systems of San Francisco

RECOMMENDATION:

Adopt a Resolution authorizing the Human Resources Director or her designee to execute an amendment to the agreement with Sharp Business Systems of San Francisco for the rental of department copy machines, extending the term through February 28, 2016

BACKGROUND:

In February 2010 your Board approved Resolution Number 070631 for a 48 month agreement with Sharp Business Systems of San Francisco for the rental of copy machines.

DISCUSSION:

The Resolution approved in 2010 created a master rental agreement which established the prices and terms for copy machines used by departments. This master agreement created a sub-agreement for each copier based on departmental needs. The Purchasing Manager reviews and approves individual copiers for each department based on usage.

This extension allows the County to benefit from the 25% lower price than the previous vendor (Toshiba). The current vendor has agreed to extend the pricing through February 28, 2016.

The extension also allows the County to move to a digital environment for printing and scanning. A pilot program will be implemented to replace high volume printers using toner with copiers that are networked for printing. Reducing the purchase of expensive toner cartridges and replacing high volume printers with multi-function copiers that print,

fax, and scan will provide savings, depending on equipment. Sharp Business Systems will conduct the analysis as a part of this agreement. The analysis will include all printers, including color printers to estimate the cost savings of digital printing compared to current HP(or similar) products.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other agreement provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Resolution and Agreement as to form.

Authorizing this agreement will contribute to the Shared Vision 2025 outcome of a Collaborative Community by supporting fiscal sustainability. Copiers placed under this agreement will reduce monthly costs for department on average 25% over the previous contract.

PERFORMANCE MEASURE(S):

Measure	FY 2012-13 Actual	FY 2013-14 Projected
Average Cost Per Year	\$1.25 Per 100 copies	\$1.10 per 100 copies

FISCAL IMPACT:

The average savings is 25% when compared to the previous agreement with Toshiba. Departmental savings will vary depending on the type of printers replaced and the multi-function device selected.