



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-1009

Board Meeting Date: 12/13/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Rocio Kiryczun, Human Resources Director  
Jas Sandhar, Procurement Manager

**Subject:** Master Agreement with Toshiba Business Solutions to Provide for the Rental of Multi-Function Devices and Related Services to County Departments

### **RECOMMENDATION:**

Adopt a resolution authorizing execution of a master agreement with Toshiba Business Solutions, to provide for the rental of Multi-Function Devices and related services to County Departments for an amount not-to-exceed of \$1,828,378 for a term of five years.

### **BACKGROUND:**

The County's current agreement for multi-function device services with Toshiba Business Solutions expires on December 31, 2022. Procurement conducted a county-wide Invitation for Bid ("IFB") process to ensure competitive pricing and cost-effectiveness.

On June 9, 2022, IFB 1475 - Master Contract for Multi-Function Devices (MFD) Mono and Color/Mono was published. Five bids were received by four vendors, and four met the minimum qualifications. The highest scoring responsive proposal was from Toshiba Business Solutions.

This IFB was conducted to ensure competitive pricing and cost-effectiveness for the rental of MFD's and related services and will be utilized by County departments. One master agreement will be awarded in order to cover all the requirements.

### **DISCUSSION:**

The Contractor is highly experienced and has provided prices according to the County's volume of usage. The Contractor has locations in the Bay Area and Statewide.

Staff has negotiated a master agreement to provide for the rental of multi-function devices and related services to County departments, and staff recommends that this Board authorize its execution for an amount not-to-exceed of \$1,828,378, and a term of five years.

The negotiated master agreement includes a modification of the County's standard non-discrimination provision, requested by the Contractor in light of its size and operation in many jurisdictions. The modification obligates the Contractor to report findings, rather than allegations, of discrimination.

The accompanying resolution contains the County's standard provision allowing amendments of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

County Attorney's Office has reviewed and approved the resolution and agreement as to form.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>
Percent of Service Requests responded to within a four-hour requirement window.	100%	100%	100%	100%	100%

**FISCAL IMPACT:**

The term of the agreement with Toshiba Business Solutions is five years, with an amount not-to-exceed \$1,828,378. All departments utilizing the agreement have included multi-function device services in their FY 2022-23 Recommended Budget and similar arrangements will be in the future budget years.