

DEPARTMENT: Planning

BY: Kris Schenk, Director

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RECOMMENDED ACTION AND JUSTIFICATION:

Adopt resolution approving extension of lease agreement on a color copier from Spriggs Inc., Business Equipment Division and authorize chairman of Board of Supervisors to execute lease agreement. The color copier is located in, and used primarily by the Planning Department, however it is available to all county departments.

Recommended extension of term of lease agreement is 5 years. Extending the lease term will enable the department to trade the current machine in on a newer model which will reduce monthly lease costs and save on per copy charges (approx \$117.41 a month in savings, see attachment for breakdown).

Extending the lease will not result in a cancellation fee and toner costs are included in the per copy charges.

It should be noted that the County copy machines are from Spriggs and we are currently receiving a volume discount.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

- On May 21, 2002 the Board adopted Resolution No. 02-169 approving the lease of a color copier for the Planning Department and availability to other departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Current lease would continue for a 1 year period at the end of which the options would be to: 1) Purchase the equipment at fair market value; 2) Renew the lease or 3) Return Equipment

The current machine has been problem prone which causes down time for staff when processing jobs. Machine rental costs and copy charge costs would continue at the higher rate.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		A: Letter from Planning Secretary to Spriggs
Source:		B: Letter from Spriggs to Planning Secretary
Internal Transfer		C: Memo from Planning Secretary to Department Heads
Unanticipated Revenue _____ 4/5's vote		D: Two page informational flyer on copier
Transfer Between Funds _____ 4/5's vote		E. Copy of the current lease agreement
Contingency _____ 4/5's vote		F. Cost Savings breakdown
() General () Other		

CLERK'S USE ONLY:

Res. No.: 06-320 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____

Approved
() Minute Order Attached () No Action Necessary

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

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy
Revised Dec. 2002

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: 