

**DEPARTMENT:** Administration

**BY:** Rich Inman

**PHONE:** 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the contract extension for copy machine service with Spriggs, Inc., and Minolta Corporation; and authorize the Chairman to sign the contract extension. The current contract with Spriggs, Inc. and Minolta Corporations ends on April 1, 2004. The contract extension would begin on January 1, 2004, and run through December 31, 2009. County staff recently met with John Spriggs regarding the possibility of extending the contract, and John Spriggs visited each county department to ascertain and update copy machine needs.

Currently the County is paying \$.0263 per copy and the proposed cost per copy on the new contract is \$.026. In addition, Spriggs will upgrade all existing equipment with new digital equipment. The exceptions to this are the Red Cloud and Wawona Libraries, Airport, and Coulterville Museum due to small volumes; the Main Library because this machine was purchased by the Friends of the Library; and the color copier in Planning due to its newness and a different per copy cost. The Animal Control division will receive a small copier that will not be digital due to a small volume of copies (they are now using a fax machine for copies).

All equipment will be billed a base monthly rate for the lease of the machine (based on past annual averages at \$.0172 per copy) and an actual per copy charge of \$.0088 per copy for maintenance costs. The billing will be on a consolidated monthly statement with quarterly meter readings that will be mailed to the Auditors office for account coding and payment. The departments not receiving new digital equipment will be billed at the effective copy rate of \$.0263 per page.

All digital machines have the ability to connect to current departmental networks. There is an additional cost for this feature and it is added to the base monthly rate, but must be done at time of installation. The feature will allow county staff to send documents to the copier directly from their computer. Departments that are recommended to have this feature are Board of Supervisors, Planning, and Public Works due to the volume of copying done. Human Services also has sufficient volume to warrant this feature, but declined this option. Spriggs will coordinate with Rick Persan, Technical Services Director on connecting this feature to the computer system.

If the contract extension is approved, Spriggs will replace the copy machines during the month of December 2003, and new copy machines will in place by January 1, 2004. Spriggs will be responsible under this agreement for the removal and shipment of present equipment.

County departments have been satisfied with the copy machine service received from Spriggs and the contract extension should result in a savings for copier expense.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On September 27, 1994, Board adopted Resolution 94-116 awarding a five-year copy machine contract (1994-1999) to Spriggs Stationary for Minolta machines.

On April 6, 1999, the Board adopted Resolution 99-104 approving a five-year contract extension with Spriggs Inc. and Minolta Corporations.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Direct staff to modify proposed contract extension and approve contract with modifications.  
 Direct staff to solicit competitive bids for copy machine service.

Financial Impact? ( ) Yes ( X ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Copy volume/cost spreadsheet prepared by Spriggs.
Source:		Copy of Lease Agreement
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 03-440 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 ( ) Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

CAO: 



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICH INMAN, County Administrative Officer  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: CONTRACT EXTENSION FOR COPY MACHINE SERVICE  
Resolution No. 03-440

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 2, 2003

#### ACTION AND VOTE:

Approve the Contract Extension for Copy Machine Service with Spriggs, Inc., and Minolta Corporation; and Authorize the Chairman to Sign the Contract Extension (County Administrative Officer)

**BOARD ACTION:** (M)Parker, (S)Stetson, Res. 03-440 was adopted approving the contract extension. Discussion was held and it was noted that the contract extension was not included in the packages. The motion was amended, agreeable with the maker and second, to include direction that the extension is approved subject to review by County Counsel/Ayes: Unanimous.

cc: Jeff Green, County Counsel  
Ken Hawkins, Auditor  
File