

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

941



FROM: Riverside County Information Technology (RCIT)

SUBMITTAL DATE:
March 21, 2014

SUBJECT: Approve the increase of the purchase order with Ricoh, Inc. to provide multi-function devices, maintenance, repair, and consumables for RCIT; All Districts [\$360,000] RCIT Operating Budget

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the increase of the purchase order with Ricoh USA, Inc., for multi-function devices, maintenance, repair and consumables, and authorize the Purchasing Agent to amend the Purchase Order for FY13/14 from \$50,000 to \$130,000;
2. Authorize the Purchasing Agent to issue Purchase Orders in the amount of \$130,000 annually for the remainder of the approved agreement; and,
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments to the compensation provided the cost adjustments do not exceed the CPI rates.

BACKGROUND:

Summary

On November 9, 2010, the Board of Supervisors approved a five (5) year lease agreement for RCIT with IKON Office Solutions, which is now Ricoh USA, Inc.

Kevin K Crawford
Kevin K Crawford
Chief Technology Officer

Departmental Concurrence

Purchasing: *Mark Seiler*
Mark Seiler, Assistant Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 130,000	\$ 130,000	\$ 360,000 (3 yrs.)	\$ 130,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: Department Budget.	Budget Adjustment:
	For Fiscal Year: 2013/14

C.E.O. RECOMMENDATION: APPROVE
BY: *Jennifer L. Sargent*
County Executive Office Signature Jennifer L. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended with future CPI rate increases to come back to the Board for approval.

Ayes: Jeffries, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: April 8, 2014
xc: RCIT

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: | District: All | Agenda Number:

3-21

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approve the increase of the purchase order with Ricoh, Inc. to provide multi-function devices, maintenance, repair, and consumables for RCIT; All Districts [\$360,000] RCIT Operating Budget

DATE: March 21, 2014

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

With the consolidation of departmental staff into RCIT there is a need to provide additional printers to accommodate the printing and scanning services to support our operations. RCIT uses a centralized model of providing printing/scanning services whereby these devices are positioned in central locations within the department avoiding personnel printers that are costly to maintain. As we are supporting various departmental offices in the eastern portion of the county we are also in need of printers for RCIT staff that will be located in Indio. The request for an increase in the Purchase Order under the current agreement will provide for the maintenance, support and consumables for the current and additional devices that are needed to support our operations.

Impact on Citizens and Businesses

There is no direct impact on citizens or businesses.

Contract History and Price Reasonableness

In 2010 quotes were obtained from three (3) county awarded vendors to provide multi-function devices which include hardware, software, maintenance, repair and consumables and a purchase order was issued to the lowest responsive, responsible vendor for a five-year period. The five-year agreement is in affect through November 2015. A new bid will be released before this agreement expires.