

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



**ITEM: 3.34  
(ID # 28887)**

**MEETING DATE:**  
Tuesday, October 21, 2025

**FROM :** RUHS-BEHAVIORAL HEALTH

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Ratify and Authorize the Purchasing Agent to issue a Purchase Order in the amount of \$120,000 for FY 2025/2026 to purchase new equipment, toner, maintenance, and repairs from Ricoh through the third-party approved vendor, Burtronics Business Systems for FY 2025/2026, All Districts. [\$120,000 for FY 2025/2026, Up to \$24,000 in Additional Compensation for FY 2025/2026 Total Cost \$120,000, 40% Federal Funding, 60% State Funding].

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and Authorize the Purchasing Agent to continue use of the Vizient group Purchasing Organization (GPO) contract terms and pricing based on competition as fulfillment of the competitive bid requirements in Ordinance No. 459 and all applicable statutes for all applicable County Departments; and
2. Ratify and authorize the Purchasing Agent to issue a Purchase Order for invoices received from the third party approved vendor Burtronics Business Systems, leveraging the Vizient GPO Agreement to purchase new equipment, toner maintenance and repairs from Ricoh USA, Inc. for goods/services that do not exceed \$120,000 for FY 2025/2026 for a total Cost of \$120,000, based on the availability of funding and to issue PO Change Orders that stay within the compensation provisions that do not exceed 20% per fiscal year.

**ACTION:Policy**


  
Matthew Chang, Director 9/17/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: October 21, 2025  
xc: RUHS-BH, Purchasing

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 120,000	\$ 0	\$ 120,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 40 % Federal 60% State</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 25/26</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Riverside University Health System - Behavioral Health (RUHS-BH) maintains a fleet of multifunction printers/scanners that require periodic maintenance and equipment purchases which are provided by Burtronics Business Systems. Previous purchase orders have been leveraged from Vizient contract CE7497 but this purchase exceeds the Purchasing Agents threshold for competitively bid/awarded services with materials of \$100,000 and requires Board approval for the increase to \$120,000 to cover both maintenance and new equipment.

RUHS-BH is requesting that the Board of Supervisors authorize the Purchasing Agent to issue Purchase Orders for this vendor for maintenance and equipment purchases in the amount of \$120,000 for FY 2025/2026.

**Impact on Residents and Businesses**

There are sufficient appropriations in the Department's FY 2025/2026 budget. No additional County funds are required.

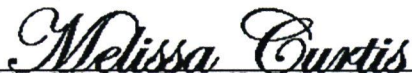

**Additional Fiscal Information**

Vizient, Inc. is the sole Group Purchasing Organization (GPO) currently under contract with the Riverside University Health System (RUHS). The Group Purchasing Master Agreement with Vizient, Inc. allows RUHS to access discounts on equipment, supplies and services, and pharmacy items using nationwide contracts that have been competitively negotiated with suppliers on behalf of all Vizient members. Most Vizient opportunities are competitively bid according to the American Bar Association (ABA) Model Procurement Code principles - creating a significant potential savings of effort in the County's procurement process when this competition is recognized as fulfillment of competitive bid requirements in Ordinance 459 and other statutes.

The Ricoh multifunctional copiers and services must be obtained through an authorized third-party dealer per the terms of the Vizient GPO Agreement. For the RUHS-Behavioral Health (RUHS-BH Department), the designated local authorized dealer for Ricoh multifunctional copiers and services is Burtronics Business Systems located in Redlands, CA.

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For the last few years, RUHS-BH has leveraged the Vizient GPO contract to purchase new equipment, toner, maintenance and repairs from Burtronics Business Systems as an Authorized Dealer of RICOH per GPO Agreement CE7497, but due to the dollar amount the department must seek Board authority for the remainder of necessary purchases for FY 2025/2026. Since Vizient, a GPO, conducts vendor bidding, this agreement ensures access to the best pricing and services. The Vizient-Ricoh contract is valid through September 29, 2026. Therefore RUHS-BH would like to utilize the remaining time on this contract to procure services and equipment from Burtronics Business Systems for RICOH products and maintenance services leveraging the Vizient GPO Agreement.

 Melissa Curtis, Deputy Director of Purchasing and Fleet	9/22/2025	 Jacqueline Ruiz, Principal Analyst	10/14/2025
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 Gregg Gu, Chief of Deputy County Counsel	9/29/2025
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