

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Leslie Blagg, Central Services Manager
DATE: February 9, 2016
SUBJECT: Budget Revision - Toshiba Multifunction Copiers

ACTION REQUESTED

Approve a budget revision and amend the Fiscal Year 2015-16 Master Fixed Asset List to add additional Toshiba multifunction copiers to the Administrative Services Department's Central Services Division Master Fixed Asset List in the aggregate amount of \$80,000 resulting in a new fixed asset amount of \$123,011 funded by the Central Services Division's Contingency Reserve with no new net County cost.

Authorize an increase to an existing contract for the acquisition and maintenance of 10 multifunction copier devices with Toshiba Business Solutions, Inc. of Sacramento, CA, in the amount of \$80,000 increasing the total to \$2,489,522.

BACKGROUND

The Administrative Services Department's Central Service Division is responsible for the administration, support, and maintenance of the County's multifunction copier device program. Central Services supports approximately 263 devices. On September 24, 2013, your Board approved the award of a three-year capital lease with two one-year maintenance renewals with Toshiba Business Solutions of Sacramento, CA for the acquisition of new multifunction devices and a five-year maintenance service agreement in the aggregate amount of \$2,409,522.

Central Services' FY 2015-16 Final Budget funded the purchase of five new Toshiba multifunction copiers that were added to the Master Fixed Asset List. To date, that equipment has been purchased and is in use by County departments. Toshiba Business Solutions and Central Services continue to work with County departments to identify the most effective device configuration which meets their operational requirements. The multifunction devices increase operational efficiencies for departments because of the ability to reduce stand-alone printers, both color and black and white devices. Based on department trends, Central Services' staff estimates demand for an additional 10 multifunction copiers, in the aggregate amount of \$80,000 for the remainder of this fiscal year.

To meet this request, a change order increasing the current contract in the aggregate amount of \$80,000 is required, which will result in a new contract amount of \$2,489,522 funded by the Central Services Contingency Reserve and future Requested Budgets with no new net County cost.

FISCAL IMPACT

Upon your Board's approval, the Central Services Division's Master Fixed Asset budget will be amended to add 10 multifunction copiers in the aggregate amount of \$80,000, increasing the contract value to a maximum amount of \$2,489,522. Funds to support this request for the acquisition of multifunction copier devices and maintenance services will be provided from the Central Services Division's (06380) Contingency Reserve. This amount will be recovered over the term of the agreement through the Central Services Division's monthly print services charges to requesting County departments.

Attachments: Additions to the Master Fixed Asset List
Budget Revision

cc: Melissa Nunnink, Administrative & Fiscal Operations Manager

**ADDITIONS TO THE MASTER FIXED ASSET LIST
CENTRAL SERVICES DIVISION
06380**

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10 each	Toshiba Multifunction Copier	\$80,000

FOR CASH TRANSFERS & RESERVE CANCELLATIONS PLEASE PROVIDE THE FOLLOWING
Fund/subFund - OCA - PCA - G/L - Sub G/L

PLACER COUNTY

BUDGET REVISION

PAS DOCUMENT NO. []

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
1	BR	80,000.00	1

Cash Transfer Required

Reserve Cancellation Required
(Fund 250-305 GL 2420-552000. Assigned for Contingencies)

Establish Reserve Required

1/22/16 [Signature]
 Auditor-Controller SL
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											01	014		250	305	990638	90302	4451				80,000.00
TOTAL											TOTAL											
0.00											80,000.00											

REASON FOR REVISION: Budget revision to increase Fixed Assets Equipment in the amount of \$80,000 for 10 additional Toshiba multifunction copiers in the Central Services Division. Funding source will be Central Services Reserve for Contingency account. Central Services is responsible for the administration, support and maintenance of the County's multifunction copier device program

Prepared by Melissa Nunnink Ext 4208
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 1/22/16
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 Budget Revision # 3 FOR INDIVIDUAL DEPT USE

2016 JAN 22 PM 3:04
PC AUDITOR-CONTROLLER