

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: December 10, 2013
SUBJECT: Master Fixed Asset List for Central Services' Toshiba Multifunction Copiers

ACTION REQUESTED

1. Amend the Fiscal Year 2013-14 Master Fixed Asset List to add additional Toshiba multifunction copiers to the Administrative Services Central Services Division's Master Fixed Asset List in the aggregate amount of \$190,000 resulting in a new fixed asset amount of \$861,000 funded by the Central Services Division's FY2013-14 budget with no new net County cost.

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. 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, and added the appropriate multifunction devices to the County's Master Fixed Asset List.

Toshiba Business Solutions and Central Services worked with the County departments to identify the most effective device configuration for each department. During this process, the departments requested additional high volume machines and color devices. Toshiba provided County staff with a quote in the total amount of \$1,555,645 for the acquisition of 243 multifunction devices. Based on the departments' requirements, staff has determined that an additional 28 multifunction copiers need to be added to the County's Master Fixed Asset List in the aggregate amount of \$190,000 to support Central Services' purchase requirements.

The requested action requires your Board's approval to amend the Fiscal Year 2013-14 Master Fixed Asset List to add additional Toshiba multifunction copiers in the aggregate amount of \$190,000.

FISCAL IMPACT

Upon your Board's approval, the Central Services Division's Master Fixed Asset budget will be amended to add 28 multifunction copiers in the aggregate amount of \$190,000. The Department of Administrative Services Fiscal Impact Statement is attached.

Attachments: Fiscal Impact Statement
Additions to the Master Fixed Asset List

cc: Melissa Nunnink, Administrative & Fiscal Operations Manager
Leslie Blagg, Central Services Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager

DATE: December 10, 2013

SUBJECT: **Fiscal Impact Statement**
Amend the Fiscal Year 2013-14 Master Fixed Asset list to add additional Toshiba multifunction copiers to the Administrative Services Central Services Division's Master Fixed Asset list in the amount of \$190,000.

Funds to support this request for the acquisition of multifunction copier devices and maintenance services are budgeted within the Central Services Division's (06380) FY13/14 budget. This amount will be recovered over the term of the agreement through the Central Services Division's monthly print services charges to County User Departments. The capital lease agreement includes a \$1 buyout of the equipment at the end of the 3-year term. The net impact to the County will be a savings of approximately \$425,000 in transport and equipment maintenance costs over the term of the agreement.

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

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
28 each	Toshiba Multifunction Copier	\$190,000

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

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
28 each	Toshiba Multifunction Copier	\$190,000

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