

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BWB*  
DATE: February 25, 2014  
SUBJECT: Master Fixed Asset List for Central Services' Toshiba Multifunction Copiers

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**ACTION REQUESTED**

1. Approve a budget revision and 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 \$86,100 resulting in a new fixed asset amount of \$947,100 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. Central Services supports approximately 244 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 including adding 85 multifunction devices to the County's Master Fixed Asset List. On December 10, 2013, your Board approved to amend the Fiscal Year 2013-14 Master Fixed Asset List to add 28 Toshiba multifunction copiers to the Administrative Services Central Services Division's Master Fixed Asset List resulting in a new fixed asset amount \$861,000.

Toshiba Business Solutions and Central Services are working with the County departments to identify the most effective device configuration for each department. The multifunction devices are resulting in increased efficiencies for departments because of the ability to reduce stand-alone printers, both color and black and white devices. Based on the department trends in their requirements, staff has determined that an additional 12 multifunction copiers, that exceed the County's fixed asset threshold, need to be added to the County's Master Fixed Asset List in the aggregate amount of \$86,100 to support Central Services' future purchase requirements.

Therefore, your Board's approval to process a budget revision to amend the Fiscal Year 2013-14 Master Fixed Asset List to add additional Toshiba multifunction copiers in the aggregate amount of \$86,100 is requested.

**FISCAL IMPACT**

Upon your Board's approval, the Central Services Division's Master Fixed Asset budget will be amended to add 12 multifunction copiers in the aggregate amount of \$86,100. 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.

Attachments: Budget Revision

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

AUDITOR-CONTROLLED  
2014 FEB -5 PM 5:10

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

PLACER COUNTY

PAS DOCUMENT NO.

**BUDGET REVISION**

**POST DATE:**

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller *2/6* *W* *2/2/06*
- County Executive *RP*
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
1	BR	172,200.00	2

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	006		250	305	413001	COPYM	8958			86,100.00	01	014		250	305	413001	COPYM	4451			86,100.00
<b>TOTAL</b>										86,100.00	<b>TOTAL</b>										86,100.00

REASON FOR REVISION: Budget revision to increase FY13/14 Capital Lease Proceeds in the amount of \$86,100 for 12 additional Toshiba multifunction copiers in the Central Services Division. BOS approved \$671,000 on 9/24/13 and BOS approved additional \$190,000 on 12/10/13. Central Services is responsible for the administration, support and maintenance of the County's multifunction copier device program

Prepared by Melissa Nunnink *MN* Ext 4208

Date: 1/29/14

Department Head *[Signature]*

Page: \_\_\_\_\_

Board of Supervisors \_\_\_\_\_

Budget Revision # 3 FOR INDIVIDUAL DEPT USE

156