

**MEMORANDUM
OFFICE OF THE ASSESSOR
COUNTY OF PLACER**

TO: Honorable Board of Supervisors
FROM: Kristen Spears, Assessor
DATE: May 6, 2014
SUBJECT: Hewlett Packard Designjet Purchase

ACTION REQUESTED:

Approve the purchase of a Hewlett Packard Designjet Z5400 PS scanner/copier plotter in the amount of \$13,500, funded through the Assessor's FY 2013-14 Budget, with no new Net County Cost, and authorize the Purchasing Manager to execute all related documents and add the equipment to the Master Fixed Asset List.

BACKGROUND/SUMMARY:

The Assessor's Office uses a large scanner/copier plotter to scan building plans into the electronic property system, to copy building plans and to produce area maps for community outreach presentations. The existing scanner/plotter has become unreliable, exhausted its useful life and is no longer supported by the vendor. Parts are no longer available and the extended warranty has ended. It is necessary to replace the existing plotter/scanner at a cost of \$13,500.

Replacement of equipment that exceeds \$5,000 must be added to the Master Fixed Asset List. Your Board's approval is required to authorize the addition of the scanner/plotter to the Master Fixed Asset List and to authorize the Purchasing Manager to execute any related purchasing documents.

FISCAL IMPACT:

The Assessor's FY 2013-14 Budget has sufficient funding to cover the cost of the replacement scanner/plotter purchase with no new Net County Cost.

MASTER FIXED ASSET LIST
Appropriation 10370

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
Scanner/Copier Plotter – Hewlett Packard Designjet Z5400 PS	1	\$13,500