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Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 7/21/2008 **In control:** Board Of Supervisors

On agenda: 8/12/2008 **Final action:** 8/12/2008

Title: Public Health Department requesting authorization to purchase a fixed asset scanner in the estimated amount of \$3,265 prior to adoption of the Final Budget for FY 2008-09.
RECOMMENDED ACTION: Approve.

FUNDING: Public Health Realignment.

Sponsors:

Indexes:

Code sections:

Attachments: 1. HP Digital Sender 9250c Quote

Date	Ver.	Action By	Action	Result
8/12/2008	1	Board Of Supervisors	Approved	Pass

Public Health Department requesting authorization to purchase a fixed asset scanner in the estimated amount of \$3,265 prior to adoption of the Final Budget for FY 2008-09.

RECOMMENDED ACTION: Approve.

FUNDING: Public Health Realignment.

BUDGET SUMMARY:		
Total Estimated Cost		\$3,265
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$3,265	
Total Funding Available	\$	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: None.

Background: The requested scanner is required to replace a scanner previously in use (HP Digital Sender 9200c) that recently failed. HP service responded on site and determined that: 1) the unit is no longer covered under warranty or maintenance agreement, and 2) the part which failed is no longer available.

Failure of the Digital Sender was not anticipated, thus it was not included in the FY 2008-09 budget;

however, sufficient realignment funding exists within the Department's budget to purchase this item. There are currently sufficient appropriations budgeted in Administration 401111, Fixed Assets: Computer System Equipment to expedite replacement at this time. Future adjustment of affected budget line items can be made through the FY 2008-09 budget addenda process.

Evaluation of current scanners being used in other departments revealed most other departments are using locally attached scanners, which limits the scanning to the PC to which it is attached. A network scanner (similar to the prior Digital Sender used in Public Health Administration) enables use of the scanner across the entire Administration staff. As there are several Administration staff periodically involved in the preparation of contracts, Board items, etc., a network solution is our recommended approach.

A variety of available scanner options were reviewed by Department IT staff and a quote was obtained for a replacement scanner to meet Legistar specifications; specifically an HP 9250c Digital Sender. This item provides high quality, high speed scanning capabilities necessary to support the scanning of large documents often attached to Public Health agenda items. This includes a one year warranty, and additional two year maintenance agreement, totaling \$3,265.

Reason for Recommendation: Prompt replacement of the failed scanner will ensure ongoing Administration staff functionality; including but not limited to processing of agenda items with applicable attachments.

Pursuant to Government Code section 29124, Board approval is required to purchase fixed assets prior to the adoption of the Final Budget.

Action to be taken following Board approval:

- Submit purchase request to Procurements and Contracts Department.
- Address necessary FY 2008-09 budget adjustments as part of the budget addenda process (i.e., adding to fixed asset computer equipment expense, funded by Public Health realignment).

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