



County of El Dorado

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Legislation Text

File #: 21-0740, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board:

- 1) Authorize the Purchasing Agent to increase purchase contract 4974 by \$95,000 for a total contract amount of \$190,000 for a term through June 14, 2022, for the purchase of Fujitsu fi-7160 document scanners on an "as needed" basis for countywide use to the low qualified bidder 1st Run Computer Services, Inc. of Roslyn, New York.; and
- 2) Authorize the Purchasing Agent to increase the purchase contract on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

FUNDING: Various funding sources based on department needs.

DISCUSSION / BACKGROUND

The Procurement and Contracts Division issued Invitation to Bid 20-204-068 in June 2020 for the purchase of Fujitsu fi-7160 document scanners for countywide use, with an anticipated usage of approximately \$95,000 annually. 1st Run Computer Services, Inc. of Roslyn, NY, was awarded the bid for a twelve month term. This bid was within the Purchasing Agents award authority in accordance with Purchasing Policy C-17, 5.6.4. Contract 4974 has been extended through 6/14/2022 under the same terms and conditions in Bid #20-204-068.

Information Technologies anticipates the need for approximately 125 units through June 2022 resulting in a need to increase purchase contract 4974 by \$95,000 for a total contract amount of \$190,000 for the purchase of Fujitsu fi-7160 document scanners on an "as needed" basis for countywide use.

ALTERNATIVES

If the contract is not increased, departments will not be able to purchase Fujitsu fi-7160 document scanners through 1st Run Computer Services, Inc.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Information Technologies anticipates the need for approximately 125 units through June 2022.

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The contract is funded by each department based upon use. Funding is available within each department's budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Michele Weimer, Procurement & Contracts Manager/Purchasing Agent