



Information and General Services Agency

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Information Systems
Geographic Information Systems
Cable Television
Central Services

Facilities Management
Purchasing
Emergency Services
Public Library

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: June 24, 2025

TO: Board of Supervisors

FROM: Craig Griesbach, Director of Information and General Services

SUBJECT: Resolution Approving a Multi-Year Renewal Contract Between the County of Nevada and UBEO Business Services Pertaining to Equipment Leasing and Service, Not to Exceed \$384,000 for the Period of July 1, 2025 through June 30, 2027, and Authorizing the Chair of the Board of Supervisors to Execute the Contract

RECOMMENDATION: Adopt the resolution

FUNDING: Contract costs, up to \$16,000 per month, are budgeted within the Central Services budget. Costs will be allocated to County departments based on actual equipment usage. Funding for Fiscal Year 2025–2026 is included in the Central Services proposed budget.

BACKGROUND:

In 2010, following issuance of a request for proposals (RFP) and an extensive evaluation of proposed devices and support systems, the County entered into a five-year contract, Resolution 10-404, with UBEO Business Services (Formerly Ray Morgan Company) for leasing Canon multi-function office machines, and software and maintenance services for those machines plus additional County-owned machines for the term of 08/10/2010-12/31/2015. The Canon devices leased and serviced under this contract provide printing, scanning, faxing, and copying functionality. The vendor has performed satisfactorily and work with the Information Systems and Central Services Departments to renew the contract since the original RFP. The contract term has been renewed with Resolution 15-289 for the renewal term 1/01/2016-6/30/2020, Resolution 20-229 for the renewal term 7/1/2020-6/30/25, and most recently Resolution 22-620 approving a name change from Ray Morgan Company to UBEO West, LLC dba UBEO Business Services.

These multifunction devices operate on the County network and are fully integrated with the County's MS Exchange and SharePoint servers, providing the capability for users to scan directly to County email accounts and SharePoint libraries. Currently, 95% of the leased machines are still in good working order, and because the County

was able to use the State negotiated contract prices with UBEO, it would not be cost effective to open this contract up to competition through another RFP process at this time.

The lease costs of \$9,433.62 include software maintenance for the scanning and accounting software. In addition to the lease costs, the contract includes maintenance charges of approximately \$6,500 based on the utilization of the machines. The total monthly cost for lease and maintenance is not expected to exceed \$16,000 plus applicable sales tax, for the extended period of the agreement.

UBEO Business Services has consistently delivered reliable, integrated document services to the County. The Canon machines and the service provided by UBEO Business Services have proven to be an effective solution to the County's extensive needs for copying, scanning, printing, and faxing capability. Renewal of this contract is recommended as a cost-effective solution to continuing to provide this capability over the next two years.

Item Initiated by: Caitlin McBride, Administrative Services Associate

Approved by: Craig Griesbach, Director of Information and General Services