



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 General Services

SUBJECT: Resolution Approving Contract Amendment 10 to the Professional Services Agreement for Equipment Leasing & Maintenance between Nevada County and UBEO Business Services approving an increase to the aggregate cost by \$50,000 for a new not to exceed total contract amount of \$861,294.59 and amending the FY24-25 Central Services Budget (4/5 affirmative vote required)

RECOMMENDATION: Adopt the Resolution

FUNDING: Payment will be made from the FY24/25 Central Services budget and reimbursed by departments as approved by amendments for new device additions. A budget amendment is included in the resolution for approval in the amount of \$50,000.

BACKGROUND: In 2020, the County entered into a five-year contract with Ray Morgan Company (now operating as UBEO Business Services) for the leasing of 68 Canon multifunction office machines, along with software and maintenance services for those devices plus four additional County-owned machines through approval of Resolution 20-229.

These Canon devices provide essential functionality for printing, scanning, faxing, and copying and are fully integrated with the County's network infrastructure, including MS Exchange and SharePoint servers, enabling users to scan directly to email accounts and SharePoint libraries. This configuration has enhanced the efficiency of document handling and electronic workflows across departments.

Since the contract's approval under Resolution 20-229, the Purchasing Agent has exercised the delegated authority to execute nine (9) amendments in response to evolving departmental needs. These amendments included adding and replacing machines and ongoing maintenance to the Canon multifunction office machines. In addition to the nine amendments executed by the Purchasing Agent the Board of Supervisors approved Resolution 22-620 approving the assumption and assignment agreement from Ray Morgan Company to UBEO West, LLC dba UBEO Business Services.

The cumulative effect of the nine (9) amendments in response to the agency's needs is the increase in costs. This Resolution approves an increase of \$50,000 additional funding that will support lease costs, maintenance, and software services for the devices

through the current contract period ending June 30, 2025. The attached Exhibit A reflects the current inventory of the Canon multifunction devices. This resolution approves amendment 10 increasing the contract maximum from \$811,294.59 to a new contract maximum of \$861,294.59 and authorizes the Purchasing Agent to encumber the funds. A renewal contract with UBEO Business Services is being brought to the Board as a separate item for the term starting July 1, 2025.

Item Initiated by: Elise Strickler, Chief Fiscal Administrative Officer

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