



## Information and General Services Department

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*Information Systems  
Geographic Information Systems  
Facilities Management*

*Emergency Services  
Central Services  
Cable Television*

*Purchasing  
Airport  
Library*

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### NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** June 16, 2020

**TO:** Board of Supervisors

**FROM:** Steve Monaghan, Chief Information Officer

**SUBJECT:** Resolution approving a multi-year renewal contract between the County of Nevada and the Ray Morgan Company pertaining to equipment leasing and service, not to exceed \$811,294.59 for the period July 1, 2020 through June 30, 2025, and authorizing the Chair of the Board of Supervisors to execute the contract

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**RECOMMENDATION:** Adopt the resolution

**FUNDING:** Contract costs of up to \$13,521 per month are budgeted in the Central Services budget and will be charged out to County departments based on their use of the leased equipment.

**BACKGROUND:**

In 2010, following issuance of a request for proposals and an extensive evaluation of proposed devices and support systems, the County entered into a five-year contract with Ray Morgan Company for leasing of 53 Canon multi-function office machines, and software and maintenance services for those machines plus two additional County-owned machines. Resolution 10-404, by which that contract was approved, authorized the Purchasing Agent to execute amendments to the contract up to an aggregate increase of ten (10) percent as needed to meet the changing needs of County departments for this equipment. Since that time, the Purchasing Agent has executed twenty (20) amendments to the contract. The County now desires to upgrade a portion of the fleet with new hardware.

The Canon devices leased and serviced under this contract provide printing, scanning, faxing, and copying functionality. They 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. Configuration of this capability was a labor-intensive process for both County and Ray Morgan personnel during the first six to twelve months of the contract period. In light of that major effort, and the fact that 33% of the leased

machines are still in good working order, and because the County was able to use the State negotiated contract prices with Ray Morgan, it would not be cost effective to open this contract up to competition through another RFP process at this time.

This new contract replaces thirty-nine (39) of the machines with new models, due to the current high meter readings for those machines. Twenty-four (24) machines will be retained. The lease costs of \$8,021.58 include software maintenance for the scanning and accounting software. In addition to the lease costs, the contract includes maintenance charges of approximately \$5,500 based on the utilization of the machines. The total monthly cost for lease and maintenance is not expected to exceed \$13,521.58, plus applicable sales tax, for the extended period of the agreement. This results in approximately \$2,000 per month savings over the previous contract.

The Canon machines and the service provided by Ray Morgan Company 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 five years.

**Item Initiated and Approved by:** Stephen Monaghan, Chief  
Information Officer